



Reservationist Job Description

This position will be supervised by the Head of Registration.

Responsibilities include the following:

- Serving as one of the primary greeters/responders when guests call or email to inquire about or register for programs. This requires becoming familiar with all aspects of retreat center operations, including but not limited to costs, accommodations, teachers, classes and food.
- Registering guests for programs using Thriva, our online registration database.

The successful candidate must:

- Be able to learn about our programming and site quickly in order to answer callers' questions effectively.
- Be strongly service-oriented, with experience in guest/customer service.
- Have a welcoming and warm phone voice.
- Touch-type and be computer-literate, which includes familiarity with Microsoft Word and Excel and different internet browsers.

Salary/Benefits:

\$13/hour. Benefits include meals when the dining hall is open and free attendance at any Isabella Freedman program as long as it does not conflict with your work schedule per the discretion of the Registration Manager. This is a temporary position with the possibility of year-round employment with full benefits.

To Apply:

Please send cover letter and resume to Tara Tayyabkhan at tara@isabellafreedman.org. To learn more about Isabella Freedman, please visit www.isabellafreedman.org.