

**Hidden Lake Gardens  
Michigan State University  
Gatehouse, Gift Shop, and Visitors Center  
Volunteer Program 2023**

Hidden Lake Gardens of Michigan State University seeks volunteers for its Gatehouse, Visitors Center, and Gift Shop.

Qualifications of Applicants

Friendly, outgoing, and personable.

Customer service oriented.

Able to work with cash including making change and balancing cash drawer/bag.

Able to work with credit card machines and transactions.

Available to work weekday or weekend shift.

Excellent verbal and written communication skills.

Able to conduct oneself in a courteous, welcoming, and professional manner at all times.

Periods of sitting, standing, and short walks are required.

May be exposed to some weather conditions in the Gatehouse.

Duties

Wait on visitors as they enter Hidden Lake Gardens Gatehouse or Gift Shop.

Greet visitors with friendly, courteous, and welcoming dialogue and appearance.

Accurately complete cash, credit card, and ticket transactions.

Check-in registered participants for hikes, classes, and other events.

Enter member or visitor data on tally sheet.

Assist as needed with opening or closing procedure (depending on work shift) including entry gates, building, and cash stand.

Requirements

Must pass a background check (required of all HLG/MSU staff and volunteers).

Must be able to use telephone and two-way radio communication.

Contact

If interested in volunteering, please contact us at 517-431-2060 or email at [hlg.msu.edu](mailto:hlg.msu.edu).