



Community Engagement & Guest Services Coordinator

Location: Betty Ford Alpine Gardens, Vail, Colorado

Position Type: Full-time, Year-Round

About the Gardens

Located at 8,200 feet in the heart of Vail, **Betty Ford Alpine Gardens** is the highest botanical garden in North America and a recognized leader in alpine plant conservation, education, and horticulture. Each year, more than 125,000 visitors experience the beauty and science of the alpine world through our programs, events, and exhibits.

Position Summary

The **Community Engagement & Guest Services Coordinator** connects visitors, members, and volunteers to the Gardens' mission of education, conservation, and community. This dynamic position manages facility rentals and logistics, volunteer coordination, membership services, and social/print media outreach.

The ideal candidate is organized, personable, and motivated by meaningful work that blends hospitality, outreach, and storytelling—helping visitors feel welcome and inspired by the alpine environment.

Key Responsibilities

- **Manage facility rentals and logistics**, including responding to inquiries, scheduling, contracts, invoicing, and day-of coordination for rooftop terrace rentals, elopements, and photography permits.
- **Recruit, onboard, and schedule volunteers**; provide ongoing communication, training, and support the volunteer experience
- **Support membership services**; including sending acknowledgements and renewals, database management, and event assistance.

- **Create and schedule engaging, on-brand content for both social and print media;** monitor engagement and report analytics
- **Provide excellent guest service** as a friendly, knowledgeable point of contact at the Education Center front desk and on the phone for visitors, members, and partners.
- **Assist with signature programs** such as *Chefs in the Gardens* and the *Butterfly Launch*.
- **Support internal communication and coordination** among staff and departments.

Qualifications

- Strong communication and interpersonal skills.
- Excellent organization and attention to detail.
- Proficiency in using Google Office Suite and donor management software preferred.
- Experience in facility rental coordination or event logistics preferred.
- Familiarity with social media platforms and content creation.
- Ability to work some weekends or evenings for summer events.
- Passion for nature, education, and community engagement.

Priority consideration given to applications received by Nov 3. Will interview on a rolling basis. Position open until filled.

Salary Range: \$24-27/hour, Full-time: 32-40 hours a week, Position eligible for benefits.

How to Apply

Submit a resume and brief cover letter to melissa@bettyfordalpinegardens.org with the subject line *Community Engagement & Guest Services Coordinator*.