

# EMPLOYMENT OPPORTUNITY

## **POSITION: Fort Williams Park Greeter**

**SALARY:** \$16.00-\$18.00/hr

**START DATE:** May 4th, 2026

**CLOSING DATE:** Until the position is filled

**JOB TYPE:** Part-time Seasonal (16-24 hrs/week)

26-Week Season (May-October)

**DEPARTMENT:** Cape Elizabeth Community Services



## **Overview**

The Town of Cape Elizabeth seeks applicants for an open Park Greeter position at Fort Williams Park. Fort Williams Park is a 90-acre municipal park that welcomes approximately 1 million annual visitors. Situated within the park is Portland Head Light- completed in 1791 under the commission of President George Washington. Park amenities include the Portland Head Light Museum & Gift Shop, historical sites, athletic fields, children play areas, a beach, walking trails, picnic tables, charcoal grills, tennis and pickleball courts, an off-leash dog walking area, a pond, portable toilets, and food vendors. Visitors include local residents and tourists from all over the world.

## **Position Description**

Park Greeters staff the Visitor Services booth in the park's central parking lot, and assist visitors, commercial vehicle drivers, and tour guides arriving into the park. Daily duties include collecting motorcoach fees, monitoring the bus lane and central parking lot, answering visitor questions about the park and local area, providing local directions, and interpreting park features and history to the public. Work is completed under the general supervision of the Fort Williams Park Supervisor. Successful greeters are outgoing and knowledgeable of the Greater Portland area.

## **Position Requirements**

- Strong interpersonal skills.
- Customer service oriented.
- Flexibility to work evenings, weekends, and holidays.
- The ability to work effectively in a team environment.
- Initiative, self-motivation, and good judgment.
- Any equivalent combination of education and experience which demonstrates possession of the necessary knowledge, skills, and abilities.
- A valid driver's license.

## **Application Process**

Interested applicants should submit a resume, cover letter and [completed job application](#) to the [Director of Community Services/Fort Williams Park](#). Call (207) 799-2868 for more information/questions.