

Part-Time Application Visitor Center at the Hinman House

Position Summary

BIG NEWS: The New Braunfels Visitor Center is packing up and moving into the historic Hinman House! With a fresh coat of paint and a little remodeling magic, Visit New Braunfels is thrilled to announce that we're now calling the oldest stone house in New Braunfels home. This exciting new spot means we're expecting a whole lot more visitors, so we're looking for fun, friendly part-time staff to help us welcome everyone with a big smile!

Specific Responsibilities

- knowledgeable about New Braunfels, including its history, events, tourism attractions, lodging, and directions
- Complete assigned opening and closing duties, including cash handling, merchandise display organization, restocking, and pricing adjustments
- Provide information and deliver a kind, welcoming experience
- Perform light cleaning and detail-oriented tasks to keep the center clean, organized, and ready for daily operations
- Interact positively and professionally while providing excellent customer service to visitors and coworkers
- Use and troubleshoot business technology such as Excel, POS systems, and interactive TVs
- Work independently and remain accountable for assigned duties
- Handle sales and inventory responsibilities
- Support the planning and execution of special events
- Multitask effectively, quickly learn related software, and resolve issues as they arise

Pay

- \$13.00 - \$15.00 per hour
- This is a part time hourly position

Application Questions

For application questions, please contact mason@nbchamber.com.

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POSITION APPLIED FOR

Position title: Part-Time Visitor Center Associate

Date available to start: _____

Hours desired per week: _____

This is a public-facing Visitor Center role. Typical duties include greeting visitors; answering questions about local attractions, events, maps, and services; staffing the information desk and retail or brochure area; light cash handling or point-of-sale; keeping public areas presentable; and representing the community in a courteous, professional manner. Shifts often include weekends, holidays, and some evenings.

First name: _____ Last name: _____

Street address: _____

City: _____ State: _____ Zip: _____

Primary phone: _____ Alternate phone: _____

May we text you?: _____

Email: _____

Date of Birth: _____

How did you learn about this opening? _____

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AVAILABILITY (PART-TIME VISITOR CENTER)

Visitor Centers typically operate all week and holidays. Mark every block you can work.

	SUN	MON	TUE	WED	THU	FRI	SAT
Mornings	☐	☐	☐	☐	☐	☐	☐
Afternoons	☐	☐	☐	☐	☐	☐	☐
Evenings	☐	☐	☐	☐	☐	☐	☐

Are you able to work weekends? ☐ Yes ☐ No

Are you able to work holidays (including major travel holidays)? ☐ Yes ☐ No

Are you able to work a flexible or rotating schedule? ☐ Yes ☐ No

Days / times you cannot work: _____

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1. Do you have any retail/Hospitality/Customer Service Experience? (If not, tell us why you think you would be good at it)

2. Do you have any experience with a POS system? (If not, how do you feel about using technology)

3. What interests you most about this position?

4. Anything else you would like to add?

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EMPLOYMENT HISTORY

Employer 1

Employer name: _____ Job title: _____

Employer Phone number: _____

Employer Email: _____

Start date: _____ End date: _____ Hours per week: _____

Duties:

Reason for leaving:

Employer 2

Employer name: _____ Job title: _____

Employer Phone number: _____

Employer Email: _____

Start date: _____ End date: _____ Hours per week: _____

Duties:

Reason for leaving:

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AUTHORIZATION TO WORK IN THE UNITED STATES

Federal law requires all employers to verify the identity and employment authorization of every person hired (Form I-9). We do not discriminate based on citizenship or national origin. Proof of authorization is required only after a job offer, at the time of hire.

Are you legally authorized to work in the United States?

☐ Yes ☐ No

Will you now or in the future require employer sponsorship for an employment visa?

☐ Yes ☐ No

If hired, you must complete Form I-9 and present original acceptable documents of identity and work authorization within three business days of starting work, as required by the Immigration Reform and Control Act.

Selective Service (public employers / certain Texas agencies): Texas Government Code requires many public employers to confirm that male applicants born after December 31, 1959, who are required to register, have registered with the U.S. Selective Service System or are exempt. Proof may be required at hire.

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APPLICANT CERTIFICATIONS AND LEGAL DISCLAIMERS

Read each statement carefully. By signing, you acknowledge that you have read, understand, and agree to all of the following. This page is part of your application.

A. Accuracy of Information

I certify that all information I have provided in connection with this application — on this form or in any résumé, cover letter, interview, or attachment — is true, complete, and correct to the best of my knowledge. I understand that any misstatement, falsification, omission, or misleading statement may result in rejection of my application or, if discovered after hire, immediate termination of employment.

B. No Contract; At-Will Employment (Texas)

I understand that nothing in this application, in any job posting, interview, handbook, or later oral or written statement creates a contract of employment or any right in the nature of a contract. Texas is an at-will employment state. If I am hired, my employment will be at-will for an indefinite period. Either I or the employer may end the employment relationship at any time, with or without cause, and with or without notice, except as otherwise required by law. Only a written agreement signed by an authorized official of the employer can change at-will status.

C. Authorization to Work

I understand that, as a condition of employment, I must provide legal proof of identity and authorization to work in the United States and complete Form I-9 as required by federal law. I understand that the employer cannot specify which documents I must present from the official I-9 Lists of Acceptable Documents.

D. Background Checks and Verification (After Conditional Offer)

I authorize the employer to verify any information in this application and to contact schools, prior employers, and references. I release those persons and organizations from liability for providing such information in good faith. I understand that a job-related background check, including a criminal-history review where permitted by law, and a motor-vehicle record check if driving is required, may be conducted after I am determined to be otherwise qualified and after a conditional offer of employment, consistent with the Fair Credit Reporting Act (FCRA), Texas law, and any applicable local ordinance. I will receive any legally required notices and authorization forms before a consumer report is obtained. A criminal record will not

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automatically disqualify me; the employer will consider the nature of the offense, time elapsed, and the duties of the Visitor Center position.

E. Drug and Alcohol Testing

If the employer maintains a lawful drug- and alcohol-testing policy, I agree to submit to any job-related test required as a condition of hire or continued employment, consistent with Texas law and any applicable federal rules (including Department of Transportation rules if I drive a covered vehicle).

F. Equal Opportunity and Disability Accommodation

I understand that the employer is an Equal Opportunity Employer and does not discriminate as described on page 1. I understand that I am not required to disclose a disability on this application. If I need a reasonable accommodation to apply, interview, or perform essential job functions, I may request one. Pre-offer medical examinations and disability-related questions are not used except as permitted by the ADA.

G. Public Information (If the Employer Is a Texas Governmental Body)

If this application is submitted to a Texas state agency, city, county, or other governmental body, I understand it may become a public record subject to the Texas Public Information Act (Texas Government Code Chapter 552), except for information that is confidential by law. I may have rights under Government Code §§ 552.021, 552.023, and 559.004 to request, review, and correct certain information collected about me.

H. Application Does Not Guarantee an Interview or Job

I understand that submitting this application does not obligate the employer to interview me, offer me a position, or keep the position open. The employer may close the posting, hire another candidate, or leave the role unfilled.

AN EQUAL OPPORTUNITY EMPLOYER

This organization complies with Title VII, the ADA, the ADEA, GINA, the Rehabilitation Act (where applicable), USERRA, Texas Labor Code Chapter 21, and other applicable law.

This form is a practical starting point modeled on common U.S. and Texas public- and private-employer practice. It is not legal advice. Have employment counsel review it for your entity type before you use it.

Thank you for filling out the application!