
YOSEMITE CONSERVANCY

JOB DESCRIPTION



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CONSERVANCY

TITLE: Sales and Information Assistant
LOCATIONS: Yosemite Valley Visitor Center, The Depot at Mariposa Grove, Wawona Visitor Center, Big Oak Flat Information Station.
SUPERVISOR: Duty Station(s) Supervisor
TYPE OF POSITION: Seasonal, Full Time, Non-Exempt

SUMMARY

Seasonal Sales Information Assistants are responsible for orienting visitors to Yosemite National Park and connecting them with informative and enriching books, maps, and other merchandise. The position performs sales and cashiering tasks; provides superior customer service; information to Yosemite National Park visitors; and assists with maintenance and care of the facility. Seasonal Sales Information Assistants are the face of Yosemite Conservancy and help to promote Yosemite Conservancy in-park programing and donor opportunities.

Seasonal start dates may vary: Approximate summer season: April-October

Total hours: 40 hours per week

Compensation range: \$14-\$17 per hour

JOB DUTIES AND RESPONSIBILITIES

Customer Service:

- Connects Yosemite National Park visitors to publications, maps and other products
- Provides visitors with accurate information about Yosemite National Park and Yosemite Conservancy
- Promotes Yosemite Conservancy in-park programing and donor opportunities
- Works cooperatively with other employees of Yosemite Conservancy and the National Park Service
- Is well acquainted with Yosemite Conservancy publications and other merchandise

Sales and Cash Handling:

- Learns and applies the cash handling policies
- Operates point of sales systems
- Prepares and deposits daily sales records

Inventory Monitoring and Merchandising:

- Monitors sales trends and adjusts merchandise accordingly
- Assists in maintain stock levels on the sales floor and organizing back stock
- Processed incoming merchandise transfers and monitors inventory
- Follows merchandising standards
- Reports on customer product request trends

Other Responsibilities:

- Other duties may be assigned by the duty station(s) Sales Supervisor.

JOB SPECIFICATION

Education and Experience:

- H.S. diploma required/some college preferred
- At least one year of related experience

Knowledge, Skills and Abilities:

- Superior interpersonal and communication skills
- Commitment to the mission, values, goals, and success of the Yosemite Conservancy
- Knowledge of and interest in Yosemite National Park
- Ability to work independently and in a group setting
- Strong computer skills

Physical Requirements and Work Environment:

- Frequently lifts, carries and positions objects weighing up to 30 pounds when moving supplies and inventory
- Frequently walks on uneven ground while working off-site
- Typically stands, bends, stoops and crouches while working
- Regularly moves about the office and warehouse to coordinate work
- Weekend and evening work

TO APPLY:

Send cover letter and resume to Katie Coit at KCoit@yosemite.org

Positions open until filled
