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## YOSEMITE CONSERVANCY

### POSITION DESCRIPTION

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YOSEMITE  
CONSERVANCY

**TITLE:** Sales and Information Assistant (Valley Visitor Center Bookstore/Mobile Bookstore)  
**SUPERVISOR:** Yosemite Valley Sales Supervisor/Director of Retail Operations  
**TYPE OF POSITION:** Seasonal, Full Time, Non-Exempt  
**WORK LOCATIONS:** Yosemite Valley, CA; Throughout Yosemite National Park

Yosemite Conservancy inspires people to support projects and programs that preserve Yosemite National Park and enrich the visitor experience. Thanks to generous donors, the Conservancy has provided over \$130 million in grants to the park to restore trails and habitat, protect wildlife, provide educational programs, and more. The Conservancy's guided adventures, volunteer opportunities, wilderness services and bookstores help visitors of all ages connect with Yosemite

### SUMMARY OF POSITION

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. In 2021 Yosemite Conservancy will pilot a new mobile bookstore operation to help meet visitor needs throughout Yosemite National Park. This position will split their time between the Mobile Bookstore and Yosemite Conservancy's walk-up style bookstore at Yosemite Valley Visitor Center. The position performs sales and cashiering tasks; regularly drives a company cargo van and sets up pop-up bookstore; provides superior customer service and information to Yosemite National Park visitors; and assists with maintenance and care of facilities and vehicles. Seasonal Sales Information Assistants are the face of Yosemite Conservancy and help to promote Yosemite Conservancy in-park programming and donor opportunities.

### 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 programming and donor opportunities
- Works cooperatively with other employees of Yosemite Conservancy and the National Park
- 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 and organizing back stock
  - Processes incoming merchandise transfers and monitors inventory
  - Follows merchandising standards
  - Reports on customer product request trends
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**YOSEMITE CONSERVANCY****POSITION DESCRIPTION- Sales and Information Assistant (continued)**

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**YOSEMITE  
CONSERVANCY****Mobile Bookstore Operations:**

- Drives company cargo van throughout Yosemite National Park
- Sets up and breaks down pop-up open air bookstore in various locations
- Assists in collecting sales and visitor contact data

**Other Responsibilities:**

- Other duties may be assigned by Sales Supervisor and Director of Retail Operations

**QUALIFICATIONS****Education and Experience:**

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

**Knowledge, Skills and Abilities:**

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy
- Must be willing to adhere to Yosemite Conservancy's COVID-19 Operation Plans
- Must have a valid driver's license and personal vehicle
- Superior interpersonal and communication skills
- Knowledge of and interest in Yosemite National Park
- Ability to work independently and in a group setting
- Ability to use existing technology
- Strong computer skills

**Physical Requirements and Work Environment:**

- Frequently travels throughout Yosemite National Park, occasionally driving up to 4 hours in a day
- Sets up and breaks down mobile bookstore signage and shelving
- 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
- Weekend and evening work responsibilities

**COMPENSATION:**

Compensation is \$15/hour. Seasonal start and end date varies, between May-October. This position comes with housing in a shared rental in El Portal, CA. Position is 40 hours per week, 5 days a week, including weekends.

**TO APPLY:**

Send cover letter and resume to Katie Coit, at [KCoit@yosemite.org](mailto:KCoit@yosemite.org) Application deadline: April 23<sup>rd</sup>.

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