

TITLE: Information Center & Bookstore Assistant

UPDATED: January 2008

SALARY RANGE: \$9.00 - \$12.00 per hour, based on experience

STATUS: Full-time: 40 hours a week

DURATION: Seasonal: 1 position May-October; 1 position June-August

LOCATION: Lee Vining, California

SUPERVISED BY: Information Center & Bookstore Manager

The Information Center & Bookstore Assistants promote the Mono Lake Committee mission in the Information Center & Bookstore by working with our retail sales, information and membership programs. The staff in this position are the primary representatives of the Mono Lake Committee to visitors in the Information Center. The Information Center serves approximately 100,000 visitors each year.

RESPONSIBILITIES:

Work behind the counter in the Information Center & Bookstore with our retail sales, information, education, and membership programs on a daily basis.

Have a thorough understanding of all Information Center & Bookstore functions and products. This includes knowing the point of sale cash register system, store opening and closing procedures, safety procedures, and a familiarity with all products in the store.

Subscribe new Mono Lake Committee memberships and renewals.

Ensure the store appearance is clean, orderly and restocked at all times.

Routine cleaning of store and restroom facilities.

Assist supervisor in reviewing the work of other seasonal staff to ensure that all tasks are being completed correctly.

Assist with receiving, stocking and displaying merchandise as requested by supervisor.

Effectively communicate the Mono Lake Committee mission, policies, Mono Lake ecology, and current events to visitors.

Provide visitors with detailed and accurate information about Lee Vining, Yosemite, the Mono Basin, and the Eastern Sierra.

Show the Mono Lake Committee DVD on a regular basis.

Maintain organization of the tourist information binders.

Maintain our high standards by being a positive role model for all staff.

Assist with canoe tour and seminar reservations, answering phones, and other tasks as requested by supervisor.

QUALIFICATIONS:

Ability and reliability in cash handling.

Ability to work well with the public.

Ability to work several closing shifts (past 9 p.m.) per week.

Enthusiasm for the Mono Lake Committee mission.

Sales experience preferred, but specific training will be provided.
Clean driving record required for employment.
Strong work ethic, positive attitude, and team player approach.
Ability to be flexible under a changing schedule.
An ability to quickly understand complicated natural history and California water issues.

BENEFITS:

Employee discount on merchandise in the Information Center & Bookstore.
Mileage is paid for all job-related travel.
Shared housing may be available in Lee Vining.
Working at Mono Lake!

HOW TO APPLY:

Please send a resume and cover letter to the Mono Lake Committee, Duncan King, PO Box 29, Lee Vining, CA 93541. Resumes and cover letters may be sent via e-mail as Microsoft Word (.doc) attachments to: bookstore@monolake.org. For more information about the Mono Lake Committee and Mono Lake please visit www.monolake.org.

APPLICATION DEADLINE: Open until filled.