

**TITLE:** Information Center & Bookstore Assistant  
**UPDATED:** December 2010  
**SALARY RANGE:** \$9.00 - \$12.00 per hour, based on experience  
**STATUS:** Full-time: 40 hours a week  
**DURATION:** Seasonal: May 15 – September 30  
**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 Information Center & Bookstore Manager
- 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 Information Center & Bookstore Manager.

**QUALIFICATIONS:**

- Strong work ethic, positive attitude, and team player approach.
- Enthusiasm for the Mono Lake Committee mission.
- Ability and reliability in cash handling.
- Ability to work well with the public.

- Ability to work several closing shifts (until 9:30pm) per week.
- Ability to work several opening shifts (7:30am start) per week.
- Ability to be flexible under a changing schedule.
- An ability to quickly understand local natural history and complex California water issues.
- Sales experience preferred, but specific training will be provided.
- Ability to lift 40 lbs.
- Clean driving record required for employment.

**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, attention Erika Obedzinski. For more information about the Mono Lake Committee and how to apply for this position please visit <http://www.monolake.org/mlc/jobs>.

**APPLICATION DEADLINE:** Open until filled.