

TITLE: Information Center & Bookstore Assistant
SALARY: \$12.00–\$13.00/hour, based on experience
STATUS: Full-time (40 hours a week)
DURATION: Seasonal (May 15 through September 30)
ORGANIZATION: Mono Lake Committee
LOCATION: Lee Vining, California
SUPERVISED BY: Information Center & Bookstore Manager



The Information Center & Bookstore Assistant promotes the Mono Lake Committee mission* in the Information Center & Bookstore by working with the retail, education and membership programs. The staff in the bookstore 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.

PRIMARY RESPONSIBILITIES:

- Work 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 store products.
- Promote Mono Lake Committee membership to visitors, and sign up new members.
- Ensure that the store is neat, clean, and well-stocked at all times.
- Clean the store and restroom on a routine basis.
- Assist with receiving, stocking, and displaying merchandise.
- Effectively communicate the Mono Lake Committee's mission, policies, Mono Lake ecology, and current events to visitors.
- Provide visitors with detailed and accurate information about Lee Vining, the Mono Basin, Yosemite National Park, and the Eastern Sierra.
- Stock and maintain tourist information binders and Chamber of Commerce area.
- Promote and show the Mono Lake Committee film to interested visitors.
- Serve as a positive role model for all staff and assist Information Center & Bookstore Manager in monitoring the work of other seasonal staff.
- Assist with canoe tour and field seminar reservations, answering phones, and other tasks as needed.

QUALIFICATIONS:

- Excellent customer service and money handling skills.
- Strong work ethic, positive attitude, and team player approach.
- Enthusiasm for and commitment to the Mono Lake Committee mission.
- Ability to be detail oriented, organized, and an independent worker.
- Ability to work well with the public.
- Ability to work weekends.
- Ability to work several opening shifts (7:30am start) per week.

- Ability to work several closing shifts (until 9:30pm) per week.
- Ability to delegate tasks to other seasonal staff.
- Flexibility under a changing schedule.
- 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 pounds and stand for up to eight hours per day.

BENEFITS:

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

GENERAL INFORMATION:

*The Mono Lake Committee is a 16,000-member non-profit citizens' group dedicated to the permanent protection and restoration of the Mono Basin ecosystem; educating the public about Mono Lake and the impacts on the environment of excessive water use; and promoting cooperative solutions that meet real water needs without transferring environmental problems to other areas.

The local area is comprised of sagebrush steppe, pinyon-juniper, and Jeffrey pine forest plant communities, 46,000 acres of Mono Lake, numerous 12,000+ foot Sierra peaks, and plug-dome volcanoes. The Mono Lake Committee Information Center and Bookstore is in the town of Lee Vining (pop. 400, elev. 6,780'), on the eastern edge of Yosemite National Park overlooking Mono Lake. The town is located adjacent to the Mono Basin National Forest Scenic Area, and the Ansel Adams and Hoover Wilderness areas. Lee Vining is situated along Highway 395, 27 miles north of Mammoth Lakes, California and 110 miles south of Carson City, Nevada.

The Information Center & Bookstore Assistant position is temporary, lasting about four months. The Information Center & Bookstore Assistant works 40 hours per week with two consecutive days off. Housing may be available through the Committee (sorry, no pets). The Information Center & Bookstore Assistant also receives a discount on merchandise from the Information Center & Bookstore, and gets the great benefit of working for a successful environmental non-profit.

APPLICATION PROCESS:

Applications will be accepted starting January 1, 2018. To apply, send a cover letter and resume via email to Jessica Horn, Office Director (jessica@monolake.org). Applications will be accepted until all positions are filled. For more information, contact Jessica Horn at (760) 647-6595 or visit monolake.org/mlc/jobs.