

**TITLE:** 2024 Information Center & Bookstore Assistant  
**PAY:** \$20.00/hour  
**STATUS:** Non-exempt, full time  
**DURATION:** May 16–October 15 (somewhat flexible)  
**ORGANIZATION:** Mono Lake Committee  
**LOCATION:** Lee Vining, California  
**SUPERVISED BY:** Information Center & Bookstore Manager



### **Description:**

The Mono Lake Committee is a 16,000-member non-profit citizens' group dedicated to the 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.

As an Information Center & Bookstore Assistant you will promote the Mono Lake Committee mission in the Information Center & Bookstore by working with the retail, visitor services, education, and membership programs. The staff in the bookstore are the primary representatives of the Mono Lake Committee to approximately 67,000 visitors each year. The Mono Lake Information Center & Bookstore Assistant position is valuable for those wanting to further their communication skills, develop visitor services experience, and gain practical experience working in a retail position and for a successful environmental non-profit.

### **In this role you will:**

- Staff the Information Center & Bookstore and work with our retail sales, information, education, and membership programs on a daily basis.
- Be trained on and 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 store products.
- Promote Mono Lake Committee membership to visitors and recruit new members.
- Ensure that the store is neat, clean, and well-stocked at all times.
- Clean the store, restroom, and outdoor space in front of the store 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 Story* 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 taking program reservations, answering phones, and other tasks as needed.
- Conducting interpretive tours is not required but may be an option for those who are interested in further developing those skills.

### **Qualifications:**

- Excellent customer service and money handling skills.
- Strong work ethic and a positive and collaborative attitude.
- 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 3–4 opening shifts (8:30am start) per week.
- Ability to work 3–4 closing shifts (until 7:30pm) 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.
- Commitment to following the Mono Lake Committee's COVID-19 protocol, which includes being vaccinated.
- If leading tours (optional and interest/availability dependent) a valid driver's license and clean driving record are required.

**Benefits:**

- Comprehensive training on Mono Basin ecology, California water policy, environmental interpretation, retail operations, canoe safety, and more.
- First Aid and CPR certification training.
- Paid time off for observed holidays that occur during time of employment.
- Mileage is paid for all job-related travel from place of work in personal vehicle.
- Employee discount on merchandise in the Information Center & Bookstore.

**Additional information:**

The Information Center & Bookstore Assistant position is temporary, lasting from four to six months. The Information Center & Bookstore Assistant works 40 hours per week with two consecutive days off.

Shared housing may be available through the Committee for \$300/month (sorry, no pets).

We provide comprehensive training to develop a thorough understanding of the Mono Basin and the Mono Lake Committee in order to be able to fulfill job duties.

The Mono Basin is composed 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 & Bookstore is in the town of Lee Vining (population 400, elevation 6,780'), on the eastern edge of Yosemite National Park near 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, 30 miles north of Mammoth Lakes, California and 110 miles south of Carson City, Nevada.

**Application process:**

If you meet more than 75% of the qualifications of this description, we support your application.

The Mono Lake Committee values a diverse, inclusive, and equitable workplace where all employees and volunteers feel respected and appreciated. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all of our departments.

Applications will be accepted starting January 1, 2024. To apply, send a cover letter and resume via email to Anna Christensen, Operations Director, at [anna@monolake.org](mailto:anna@monolake.org). Applications will be accepted until all positions are filled. For more information, contact Anna at (760) 647-6386 x112 or go to [monolake.org/jobs](http://monolake.org/jobs).