



Sales and Information Guide

Position: Sales and Information Guide

Location: Theodore Roosevelt National Park, Medora, North Dakota

Reports to: Executive Director/Director of Retail and Education

Status: Full Time Seasonal

Salary: \$15/hr. to \$16/hr. (pay based on experience)

Benefits: Simple IRA, Paid Holidays, Free Shared Housing (may be available)

Mission Statement

Providing support, services, and educational merchandise to enhance visitor experience and enjoyment through historical, scientific, and educational activities in Theodore Roosevelt National Park and Knife River Indian Villages National Historic Site.

Job Summary

The Sales and Information Guide will perform a variety of duties related to day-to-day operations of our retail stores and the National Park information desk.

The following duties are normal for this position. The omission of a specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

1. Welcome visitors to Theodore Roosevelt National Park.
2. Consistently provide excellent customer service, while sharing helpful information regarding products, park and area information.
3. Act as an ambassador of TRNHA and the NPS to ensure park visitors have meaningful and memorable experiences.
4. Assist with day-to-day retail sales operations, using a computerized cash register to complete transactions, accepting cash and credit cards.
5. Assist with unpacking, moving, storing, stocking, bar-code labeling and price checking of merchandise as needed.
6. Keep sales area clean, organized and stocked with appropriate merchandise and signage.
7. Assist with special events, as requested by management.
8. Promote TRNHA's mission through the sales of yearly memberships.



Basic Qualifications

1. High School diploma or equivalent
2. Strong computer skills and willingness to learn new software
3. Above average math skills and the ability to operate electronic devices such as a computerized cash registers, computers, calculators, etc.
4. Ability to stand of extended periods of time and lift boxes of product up to 40 lbs.
5. Possess the need and ability to provide superior customer service at all times.
6. Ability to work in a team environment with minimal supervision
7. A positive solution driven attitude with a high level of empathy and compassion. Employee must possess excellent interpersonal communication skills.

Requirements of Seasonal Employments

Due to the busy nature of Theodore Roosevelt National Park in the summer our season runs April 15th to October 31st. While our ideal candidate is available this entire time, we understand it is not possible for students to be available the entire season.

Therefore, we have put the following requirements on all seasonal employees:

1. Work a minimum of 10 consecutive weeks between May 15 and August 31.
2. Must be available to work weekends
3. Must possess a valid drivers license and reliable transportation.
4. If housing is requested employee must be at least 18 years old.

How to Apply:

Interested applicants should complete an application at: www.trnha.org/employment.htm

Question regarding the position should be directed to tracy_sexton@trnha.org or 701-623-4884