



Theodore Roosevelt Nature & History Association

Part Time Seasonal Employment Opportunity

Visitor Services Assistant

TRNHA is seeking to fill a part-time seasonal position as a Visitor Services Assistant. This position is an excellent opportunity for someone who is independent, has strong social skills, and is well-organized. The incumbent will have continuing contact with park visitors and NPS employees.

JOB PURPOSE: The Visitor Services Assistant will assist with the is receiving of merchandise, unloading or unpacking it, marking it with prices, stocking shelves, and assisting park visitors with purchases. The position reports to the Executive Director and will work in the South Unit and Painted Canyon Visitor Centers of Theodore Roosevelt National Park located in Medora.

EMPLOYER: Theodore Roosevelt Nature & History Association (TRNHA)

POSITION DESCRIPTION: Seasonal Part Time Employee (2 days/week)

EMPLOYMENT DATES: May 14, 2017 through September 30, 2017

WAGES: \$12.55 per hour

LOCATION OF EMPLOYMENT:

Painted Canyon Visitor Center, Theodore Roosevelt National Park – Medora, ND
South Unit Visitor Center, Theodore Roosevelt National Park – Medora, ND

SUPERVISION

The Visitor Services Assistant is under the direct supervision of the Executive Director of TRNHA. The majority of tasks are recurring and routine. The incumbent is expected to carry out these duties on an independent basis subject to spot check. Incumbent will have continuing contact with park visitors and NPS personnel.

TRAVEL REQUIREMENTS

Applicants must have personal transportation in order to travel to and from their assigned workstation. Visitor Service Assistant will be asked to use their personal vehicle from time to time to transport inventory. (Mileage may be reimbursed if travel is not to your assigned duty station.)



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JOB DUTIES

- Employee must maintain a professional appearance and be punctual.
- Assist the Operations Assistant with managing inventory at all store and storage locations.
- Provides feedback and takes the initiative to improve Association operations
- Accepts deliveries of packages and ensures proper amounts have been received.
- Marks items with identifying codes, such as prices.
- Transports stock using personal vehicle to outlying locations.
- Offers assistance to NPS seasonal personnel on TRNHA cash register procedures and policies and reports to the Executive Director any improper handling of TRNHA funds.
- Keeps the TRNHA sales area stocked, organized, and clean.
- Provides accurate and helpful information about the park, the area, and the Association to visitors.
- Completes mail orders, membership renewals, and other office tasks as assigned by Executive Director or Operations Assistant.

REQUIRED EXPERIENCE, SKILLS AND CHARACTERISTICS:

- Ability to work independently, with minimum supervision
- Ability to function in a team environment, with minimum supervision.
- Walking, standing, and lifting moderately heavy items are required.
- Knowledge of the proper handling of moneys and accountability for said moneys and able to do accurate accountability forms for TRNHA moneys.
- Ability to communicate orally in order to provide general information to park visitors in an understandable pleasant manner and to handle routine problems.