



Theodore Roosevelt Nature & History Association

Employment Announcement

Organization: Theodore Roosevelt Nature & History Association

Location: Medora, ND

Position Title: Visitor Services Clerk (Weekend)

Status: Seasonal (May through August)

Reports to: Executive Director

Theodore Roosevelt Nature & History Association (TRNHA)

Theodore Roosevelt Nature and History Association, a nonprofit organization, exists to assist and support Theodore Roosevelt National Park, Knife River Indian Villages National Historic Site, and Upper Souris National Wildlife Refuge. Proceeds from our retail operations, memberships, and donations support the educational, interpretive, and scientific research programs to enhance the experience of park visitors.

Position Description

TRNHA is looking for someone who is energetic and excited to learn and share their knowledge of the park and surrounding area with visitors. The primary duty of the service clerk will be customer service at the Painted Canyon Visitor Center located along I-94 in Theodore Roosevelt National Park. Clerks provide park information, area information, sell merchandise, stock shelves, and insure that the visitor has the best experience possible. This position is an excellent opportunity for someone who is independent, has strong social skills, and is well-organized.

Responsibilities

- Greet Park Visitors and answer question about the park and local area
- Operate the Point of Sales System to sell merchandise to visitors.
- Manage TRNHA store inventory
- Promote TRNHA's mission through membership sales and education of park visitors.
- Keep TRNHA's store clean, stocked, and organized.
- Receive and sort inventory
- Assist the Executive Director with special events, meetings, and activities
- Maintain and ensure punctuality and a professional appearance

Physical Demand

- Standing for long periods of time when working the guest service desk
- Reaching and bending while cleaning and stocking
- Lifting book boxes weighing as much as 40 lbs.; pushing carts of products weighing up to 150 lbs.

701-623-4884 ~ PO Box 167, Medora, ND 58645 ~ www.trnha.org



Theodore Roosevelt Nature & History Association

Employment Announcement

Qualifications

- Retail Experience is preferred but not a requirement
- Money handling experience
- Ability to work independently, with minimum supervision
- Ability to function in a team environment.
- Ability to communicate orally in order to provide general information to park visitors in an understandable pleasant manner and to handle routine problems.
- Attention to detail and strong organizational skills.

Compensation and Schedule

- This position is a weekend position (16-24 hours per week)
- Salary is dependent on experience
- Seasonal Employment is available May through August (this is flexible and will be discussed at interview)
- The visitor center will be open 8:30 to 17:30 MT. Employees will work one of two shifts 8:15 to 16:45 MT or 9:15 to 17:45 MT
- Applicants must have personal transportation in order to travel to and from site.
- TRNHA does not provide housing for employees, however the National Park Service may choose to make housing available for TRNHA employees to rent. Please ask about availability during the interview process.

How to apply:

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

If you have questions and would like more information on the position please contact Tracy Sexton at tracy_sexton@trnha.org or 701-623-4884