



# Theodore Roosevelt Nature & History Association

## Employment Announcement

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**Organization:** Theodore Roosevelt Nature & History Association

**Location:** Medora, ND

**Position Title:** Retail Sales Assistant

**Status:** Seasonal - Mid-April through October

**Reports to:** Executive Director

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### Theodore Roosevelt Nature & History Association (TRNHA)

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.

#### 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 Retail Sales Assistant plays a critical role in overseeing day to day operations in TRNHA's stores including assisting with the management of store inventory, web sales, TRNHA's membership program, special events, and store operations. TRNHA is looking for a flexible, driven individual who can work both independently and as a part of our team.

#### Responsibilities

The following duties are normal for this position. The omission of 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.

- Assists with product operations by receiving delivery orders, unpacking and storing incoming goods, removing goods from shelves, affixing price labels and tags to merchandise.
- Operating visitor center sales outlet by providing visitor information and performing sales transactions, opening/closing procedures and end of the day reports.
- Retail Sales Assistant will assist with all visitor center sales activities, displays, signage, and promotions within each sales outlet.
- Provides customer service in person or by telephone; provides information related to visitor center services, facilities, activities, locations, distances, merchandise, charges/fees, procedures, or other issues.
- Assist the Retail Sales and Media Coordinator in maintaining TRNHA's online sales outlet by updating merchandise and processing orders.



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- Promote TRNHA's mission through membership sales and education of park visitors. Prepare, assemble, and distribute products to support TRNHA's mission, including membership mailings and e-newsletters
- Assists with creating, updating, and maintaining TRNHA's website and social media pages.

### 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.
- Retail Sales Assistant may be asked to assist with events outdoors in extreme temperatures.

### Basic Qualifications

- Attention to detail and strong organizational skills.
- Team player with excellent oral and written communication skills
- Ability to multi-task and work in a fast paced environment
- Money handling experience
- Experience using Microsoft office software
- Knowledge of customer service practices
- Ability to work independently, with minimum supervision
- This position involves driving Theodore Roosevelt Nature & History Association vehicles, therefore applicants must hold and maintain a valid US driver's license, and maintain a favorable driving record for insurance purposes.

### Compensation and Schedule

- Minimum of 2 years of college completed
- \$16.00/hr
- Seasonal Employment - Retail Sales Assistant must be available to work beginning April 18<sup>th</sup> through September 30<sup>th</sup>, candidates who excel may be extended into October or offered a year-round position.
- Employees will work between the hours of 7:30 am and 5:30 pm MT.
- Employee must be available to work weekends.
- Applicants must possess a valid U.S. driver's license, and maintain a favorable driving record. They must also have a reliable source of transportation.



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### How to apply:

Interested applicants should complete an application at [www.trnha.org/employment.htm](http://www.trnha.org/employment.htm)

**Applicants must submit a resume documenting their experience and qualifications. Application packets lacking a resume will not be considered.**

If you have questions and would like more information on the position please contact Tracy Sexton at [tracy\\_sexton@trnha.org](mailto:tracy_sexton@trnha.org) or 701-623-4884