



Inventory Support Associate

Position: Inventory Support Associate

Location: Theodore Roosevelt National Park, Medora, North Dakota

Reports to: Executive Director/Director of Retail and Education

Status: Full Time Seasonal

Salary: \$17/hour

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 Inventory Support Associate plays a key role in keeping the store organized and well-stocked. This position involves assisting with inventory management, receiving shipments, and maintaining an orderly stockroom. The ideal candidate is detail-oriented, reliable, and able to work efficiently both independently and as part of a team.

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. Receive, unpack, and inspect incoming shipments for accuracy and quality.
2. Organize and store inventory in designated areas, ensuring products are properly labeled.
3. Assist with tracking inventory levels and updating records accurately.
4. Pick, pack, and prepare items for sales floor restocking.
5. Maintain a clean, safe, and organized stockroom and storage areas.
6. Support team members and assist with basic training for new staff when needed.
7. Report any discrepancies, damaged goods, or operational issues to management.
8. Keep sales area clean, organized and stocked with appropriate merchandise and signage.
9. Promote TRNHA's mission through the sales of yearly memberships.



Basic Qualifications

1. High school diploma or equivalent preferred.
2. Basic computer skills for inventory tracking and reporting.
3. Strong organizational skills and attention to detail.
4. Reliable, flexible, and team-oriented.
5. Above average math skills and the ability to operate electronic devices such as computers, calculators, etc.
6. Ability to stand of extended periods of time and lift boxes of product up to 50 lbs.
7. Ability to work in a team environment with minimal supervision
8. 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.

1. Available to work the entire season spanning - April 15, 2026 and October 31, 2026.
2. Must be available to work weekends
3. Must possess a valid drivers license and reliable transportation.

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