



Discovery Southeast

Hands-on Nature Education for Southeast Alaskans

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DiscoverySoutheast.org

Mendenhall Glacier Assistant Store Manager

Discovery Southeast is hiring one or two assistant managers for our bookstore and gift shop at the Mendenhall Glacier Visitor Center.

Discovery Southeast

Discovery Southeast is a non-profit organization that deepens our connection with nature through education and exploration. We have provided hands-on education in Juneau since 1989. Since 2017, we have run the bookstore and gift shop at Mendenhall Glacier Visitor Center.

The goal of our store at the visitor center is to raise revenue for Discovery Southeast programs, offer educational materials, and build community engagement in the Tongass. The bookstore is a public face for Discovery Southeast and the Tongass National Forest, both for locals and visitors. We seek interested people who have a commitment to community, nature, and education.

Position overview

Under the supervision of the store manager, the assistant managers will serve as shift supervisors, scheduling and directly overseeing staff. Assistant managers will also be the first point of contact for daily store operations and inventory management.

Specific responsibilities/experience

- 1) Inventory, stocking, maintenance, and upkeep
 - a) Ensure retail and staff areas are clean and kept professionally.
 - b) Assist in maintaining and restocking inventory by regularly transporting items from nearby warehousing space.
 - c) Assist in the maintenance and upkeep of the inventory database by accurately counting, tagging, and recording the receiving of retail product.
 - d) Oversee warehouse organization
 - e) Be prepared to repair or replace any broken equipment.
- 2) Overseeing staff
 - a) Assist with the supervision of staff. Ensure that everyone maintain a professional and courteous attitude while tending to visitor needs
 - b) Ensure that all staff present themselves in a professional manner during their shift.
 - c) Motivate staff to learn and share the natural and cultural history of the area with visitors and shoppers.
 - d) Create schedule
 - e) Assist with training and staff support necessary
 - f) Coordinate and oversee volunteers

3) Physical labor and driving

- a) This position requires standing for several hours as well as the ability to lift and transport boxes of product such as books, including in difficult-to-maneuver storage spaces.
- b) The ability to drive a vehicle to transport inventory, and potentially the willingness to use a personal vehicle (with reimbursement).

Additional Requirements

- Genuine interest and motivation to engage people in Juneau nature and outdoor education.
- Commitment to teamwork, open communication, and healthy work practices.
- Belief in the mission of Discovery Southeast to get kids outside and connected to the land.
- Flexibility to fill changing needs of a face paced work and constantly changing environment.

Salary & Benefits

The position is seasonal from April 15- Oct 1 position. Salary is dependent upon experience (\$15-18/hr). This position may be split between 2-3 people rather than a single candidate. A season bonus of \$0.50 per hour worked upon fulfillment of employment agreement. There is also the possibility of additional sales and performance bonuses throughout the summer.

How to Apply

Interested candidates should send a resume and cover letter to AnnMarie@discoverysoutheast.org. Because this position is quite diverse and involved, please feel welcome to discuss your interests and strengths in the cover letter. You may also email with any questions.