



Discovery Southeast

Hands-on Nature Education for Southeast Alaskans

PO Box 21867, Juneau, AK 99802
(907) 463-1500

info@discoverysoutheast.org

DiscoverySoutheast.org

Mendenhall Glacier Retail Clerk

Discovery Southeast is looking for energetic and courteous retail clerks for our bookstore and gift shop at the Mendenhall Glacier Visitor Center. Candidates should enjoy interacting with the public and sharing Juneau nature with visitors, and be ready to work as part of a team.

Discovery Southeast Bookstore

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.

Specific responsibilities

- 1) Ring up purchases and answer visitor questions in a friendly and professional manner.
- 2) Process credit cards and accurately handle cash, including providing accurate change.
- 3) Attention to product displays and inventory, to ensure the store looks and feels inviting. Ensure retail and staff areas are clean and free from clutter.
- 4) A commitment to ringing up products accurately each time.
- 5) Ability to search in the register for the correct product, and problem solve in a competent and friendly manner.
- 6) Assist with stocking inventory. Self-motivated and can take initiative when shelves are low to restock as necessary.
- 7) 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-manuever storage spaces. There is also an outdoor location that employees may be asked to work and should be prepared to wear appropriate clothes to be outside for several hours.
- 8) Genuine interest and motivation, and a desire to engage people in nature and education.
- 9) Commitment to teamwork, open communication, and healthy work practices.

Salary & Benefits

\$11.50-\$13.50 (Based on Experience), plus a season bonus of \$0.50 per hour worked, payable upon a satisfactory work performance at the end of the agreed upon employment period. We occasionally also offer daily bonuses.

How to Apply

Interested candidates should send a resume to AnnMarie@discoverysoutheast.org. Please include a brief cover letter explaining your interest and specifying which months (May-September) you are available, and whether you have any schedule constraints for staffing.