



MENDENHALL  
GLACIER  
JUNEAU  
ALASKA

# Discovery Southeast Nature Education, L.L.C.

Mendenhall Glacier Bookstore

Warehouse: 8510 Mendenhall Loop Rd., Juneau, AK 99801

Business office: PO Box 21867, Juneau, AK 99802

(907) 463-1500 | [bookstore@discoverysoutheast.org](mailto:bookstore@discoverysoutheast.org) | [discoverysoutheast.org](http://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 for the 2022 cruise ship season. This is a seasonal (April-October), full-time position paying \$18-20/hour.

This is a great opportunity for someone looking for introductory management experience while keeping a seasonal lifestyle. We strive for a supportive and flexible work environment, while allowing staff to take ownership and autonomy of projects and job duties. It's a fun atmosphere that furthers a good cause for the community. This position is meant to be full time, but we will consider part-time for the right applicant.

### **About Discovery Southeast**

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

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

### **Position overview**

Under the supervision of the store manager, the assistant manager(s) will schedule and directly oversee staff, and/or move and manage inventory.

### **Responsibilities/experience**

Specific responsibilities will depend upon experience and interest, but the basics can include:

#### 1) Inventory, stocking, maintenance, and upkeep

- Ensure retail and staff areas are clean and kept professional
- Oversee inventory transfers, restocking of items from the warehouse to the store
- Assist in maintenance and upkeep of the inventory database by accurately counting, tagging, and recording the receiving of retail product

- Oversee warehouse organization

## 2) Overseeing staff

- Help supervise and mentor more junior staff.
- Motivate staff to learn and share the natural and cultural history of the area with visitors and shoppers.
- Create a staffing schedule
- Ensure that everyone maintain a professional and courteous attitude while tending to visitor needs
- Provide ongoing training and support as necessary

## 3) Financial management

- Open and close daily registers, providing accountability for cash.
- Provide change for cashiers and occasionally make bank runs
- Do occasional sales and cash reports.

## 4) Physical labor and driving

- This position requires standing for several hours as well as the ability to lift and transport boxes of product such as books (up to 30lbs) in difficult-to-maneuver storage spaces.
- 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.
- Punctual and dependable
- 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.
- Covid vaccine required for employment

### **Salary & Benefits**

The position is full-time seasonal from April 15- Oct 15. Salary is dependent upon experience (\$18-20/hr). An end of season bonus will be awarded upon fulfillment of employment agreement. There is also the possibility of additional sales and performance bonuses throughout the summer. One day of paid leave can be earned per month worked. Additional paid sick leave may be granted for potential Covid exposure.

### **How to Apply**

Please email a resume with references, and a cover letter to: [bookstore@discoverysoutheast.org](mailto:bookstore@discoverysoutheast.org)

This position may be split between 1-2 people rather than a single candidate.