



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 Retail Clerk**

Discovery Southeast is looking for energetic and courteous retail clerks for our bookstore and gift shop at the Mendenhall Glacier Visitor Center for the 2022 cruise ship season. This is a seasonal, full or part-time position starting at \$14/hr.

The bookstore is a fun, dynamic atmosphere in a beautiful setting. We strive to provide a supportive, flexible, and enjoyable work environment. It's a great opportunity to engage with visitors from all over the world while furthering a good cause for the community.

### **Discovery Southeast Bookstore**

Discovery Southeast is a non-profit that has provided nature and science 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.

### **Specific responsibilities**

- 1) Ring up purchases and process payments for customers- including providing accurate change.
- 2) 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.
- 3) Ability to search in the Point of Sale system for the correct product, and problem solve in a competent and friendly manner.
- 4) Assist with stocking inventory when shelves are low.
- 5) Answer visitor questions and provide customer service in a friendly manner.
- 6) 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.

## **Skill Set**

The ideal candidate for the retail sales clerk position might have the following qualities:

- Dependable and punctual
- Genuine interest and motivation to engage people in Juneau nature and outdoor education
- Ability to work in an environment that changes pace very quickly
- Ability to work as part of a team, including being a good communicator
- Belief in the mission of Discovery Southeast to get kids outside and connected to the land
- Covid vaccination is required for employment.

## **Salary & Benefits**

This position is full-time seasonal from April 25-October 15, 2022, though shorter and part-time terms may be considered. Wages start at \$14/hr, 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. There is also the possibility of additional sales and performance bonuses throughout the summer.

One day of paid sick leave can be earned per month worked. Additional paid sick leave may be granted for potential Covid exposure.

## **How to Apply**

Interested candidates should send a resume to [bookstore@discoverysoutheast.org](mailto:bookstore@discoverysoutheast.org). Please include a brief cover letter explaining your interest and specifying which months (April-October) you are available, and whether you have any schedule constraints for staffing.

