



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@discoverysealtheast.org | discoverysealtheast.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 2025 cruise ship season. This is a seasonal position, with full, part-time, or short term positions available. Most positions average 25-30 hrs per week. Wages range from \$18-\$20/hr depending on experience.

We are especially looking for short term help during the shoulder seasons for the months of May, and September-October.

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.

Position Overview

Under the supervision of the manager and assistant manager(s), the retail clerk staff will:

- Ring up purchases and process payments from customers
- Attend to product displays and replenish sales floor inventory
- Search in the Point of Sale system for the correct product, and problem solve in a competent and friendly manner
- Flexibility to work in a constantly changing work environment

Ideal Candidate

- Dependable and punctual
- Genuine interest and motivation to engage people in Juneau nature and outdoor education
- 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

Full and part time seasonal work is offered from April 14-October 14, 2025. Wages start at \$18/hr, plus a season bonus of \$1.00 per hour worked, payable upon fulfillment of employment agreement.

Paid sick leave is offered starting with 3 days upon hiring, followed by an additional ½ day earned for each month worked.

How to Apply

Interested candidates should send a resume and cover letter to bookstore@discoverysealtheast.org