

CONSERVANCY

for CUYAHOGA VALLEY NATIONAL PARK

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www.conservancyforcvnp.org

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Position Announcement **Part Time Retail Sales – Trail Mix**

The Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. For more information on the Conservancy, go to www.conservancyforcvnp.org.

One of the many ways the Conservancy supports the national park is by operating two retail stores, Trail Mix Peninsula and Trail Mix Boston. More than just a retail store, Trail Mix is a gathering place for individuals to enjoy a snack and get information about activities in and around the park, discover opportunities for getting involved with the Conservancy and to purchase park related souvenirs, locally made products and more.

Position Description, Essential Duties (other duties as assigned):

Successful candidates will effectively utilize sales techniques to achieve Trail Mix sales goals and carry out the Conservancy mission. Providing exceptional customer service, the Trail Mix Sales Associate will be able to communicate in multi-dimensional conversations with a wide variety of people and situations, demonstrating an appropriate level of composure and patience under varying circumstances.

The Trail Mix Sales Associate is prepared to assume responsibility for cash receipts, balancing the daily proceeds, and is proficient at utilizing a personal computer to complete sales transactions, run reports and manage operations. The successful Trail Mix Sales Associate can work independently, follow directions, adhere to store policies, supervise volunteer support, and engage in a team environment. Knowledge and appreciation of Cuyahoga Valley National Park is essential.

Minimum Qualifications:

- High school diploma or equivalent required.
- Retail sales or customer service experience required.
- Able to work a flexible schedule, weekdays, weekends, holidays and evenings.
- In all encounters with the public, able to communicate in a clear, audible, and grammatically correct manner.
- Confident and able to work independently.
- While performing the duties of this job, able to stand for 4 to 8 hours and lift up to 30 pounds.
- Able to operate a computer as well as navigate essential retail software programs autonomously.
- Knowledge and appreciation of Cuyahoga Valley National Park.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.
- All employees of the Conservancy are required to pass a background check prior to start.

Status/Pay/Benefits/Hours/Term: Part-time, non-exempt position, \$10 per hour. There are no benefits associated with this job.

To Apply: Email the Conservancy for CVNP job application to apply@forcvnp.org, with the subject line *Retail Sales*. The job application is available on the Conservancy website: <https://www.conservancyforcvnp.org/about/employment>. This is an immediate opening and the posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.