

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement

March 12, 2021

Retail Sales Associate

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. The Conservancy's mission is to enrich people's lives and enhances our region by inspiring use, preservation and support of Cuyahoga Valley National Park.

Be part of something special! If interested in being part of a professional, passionate, and highly motivated team you are encouraged to apply.

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

Essential duties include:

- Successful candidates will effectively utilize sales techniques to achieve store sales goals and carry out the Conservancy mission.
- Provide exceptional customer service.
- The Retail 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.
- Being 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.
- 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.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

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.
- Knowledge and appreciation of Cuyahoga Valley National Park.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.

Status/Pay/Benefits: Part-time, non-exempt position, rate to be determined. Must be available daily. There are no benefits associated with this position.

To Apply: Send a cover letter and resume to apply@forcvnp.org, with the subject line reading **Retail Sales**. This is an immediate opening and posting closes when the 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.