

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

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

Position Announcement

February 9th, 2023

Retail Sales Associate

The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces.

The Conservancy for CVNP is looking to hire part-time Retail Sales Associates who possess great customer service skills and are confident in working independently in our highly visited retail stores. One of the many ways the Conservancy supports the national park is by operating several retail stores. The stores are a gathering place for individuals to enjoy a snack and receive information on activities in and around the park, discover opportunities for becoming involved with the Conservancy and to purchase park related souvenirs, locally made products and more.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees. Apply today and join our team!

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.
- Must have reliable transportation to work.
- In all encounters with the public, able to communicate in a clear, audible, and grammatically correct manner.
- Confident and able to work independently.
- Physical demands include sitting occasionally; using a keyboard frequently; and standing, walking, reaching, hearing, and talking very often. Must frequently lift or move up to 50 pounds. Specific vision

abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet to noisy.

- All employees of the Conservancy are required to pass a background check prior to the start of employment. Background checks may be subject to repeat every five (5) years.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.

Status/Pay/Benefits: Part-time, non-exempt position, \$12.50 hourly rate. 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 Associate**. 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.