



ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Estes Park Visitor Center Retail Clerk

Reports To: Retail Supervisor

Department: Retail

Position Type: Non-Exempt – 2024 Seasonal, May to October - Hours Variable

Compensation: \$20.00/hr. - \$20.50/hr.

- . No Benefits plan is available.
- . Sick time is accrued at the rate of 1 hour for every 30 hours worked.
- . Seasonal housing may be a possibility based on availability as well as eligibility requirements.

JOB DESCRIPTION

This position is responsible for operating Retail Sales at the Estes Park Visitor Centers stores managed by the Rocky Mountain Conservancy.

Essential Duties/Responsibilities

1. Conducts computerized retail transactions in an accurate, efficient, and friendly manner in accordance with policies and procedures.
2. Handles sales of merchandise using computerized point-of-sales equipment.
3. Conducts cash and credit transactions.
4. Remits daily proceeds as needed.
5. Maintains a clean and inviting retail sales area.
6. Organizing the store at the end of the day

Other Duties/Responsibilities

1. Assists warehouse staff with restocking store merchandise, when allowed.
2. Other duties as needed.

Supervisory Duties

None.

JOB QUALIFICATIONS

Knowledge, Skill, and Ability

This position requires the ability to effectively manage the assets of the retail location including proceeds of retail transactions, cash change reserves, and the merchandise and equipment used in the retail operation.

1. Ability and desire to consistently provide customer and visitor service.
2. Proven ability to work well with others and maintain a positive work environment required.

Computer Skills

Ability to learn new computer programs. Experience with computerized retail sales preferred.

Education or Formal Training

High-school diploma or GED required.

Experience

1. Cash-handling experience required.
2. Customer service experience required.
3. Experience in marketing or sales is desirable.

Material and Equipment Directly Used

The position required the use of computerized equipment, telephones, and other typical office equipment.

Working Environment/Physical Activities

A significant amount of interaction with town visitors of all ages is required. May be directed, when necessary, to assist in the operation of the visitor center in case of emergency. Weekend, Holiday and evening hours may be required, as well as off-site engagements at times. Facility management tasks include light cleaning, organizing, and maintaining merchandise in an appealing manner. Standing for up to 8 hours and lifting up to 50 lbs.

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.