

## **ADIRONDACK MOUNTAIN CLUB**

The Adirondack Mountain Club is a diverse organization with a threefold program of conservation, education and recreation. As the organization is diverse so are the job responsibilities of its staff and volunteers. This partnership between staff and volunteers is based on trust, respect and a mutual understanding of these responsibilities. The individual employee goals and responsibilities are outlined in the following job description:

**JOB TITLE:** Retail Assistant

**LOCATION:** ADK Member Services Center, Lake George, NY

**RESPONSIBLE TO/EVALUATED BY:** Retail Coordinator

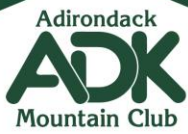
**JOB DESCRIPTION:** The primary functions of this part-time position include handling sales for the MSC store, stocking merchandise, supporting the Retail Operations and providing up-to-date information about the Adirondack Mountain Club and the Adirondack Park to visitors to ADK's Information Center at its Headquarters facility in Lake George. Receive web and commercial orders, processing orders in a timely manner. Process both incoming and outgoing mail.

### **Responsibilities:**

- Primary sales associate
- Assist Retail Manager with inventory and orders
- Conduct direct sales for membership, publication and merchandise
- Actively promote ADK membership
- Maintain all areas of store
- Backup for order line, if needed
- Greet visitors to ADK's Information Center and provide information or refer them to sources of information for their requests
- Primary support for the phones
- Help create a warm and friendly atmosphere
- Provide administrative support to the Retail Manager, such as word processing, mailings, etc. as directed
- Supplemental duties/responsibilities to support other Club operations/functions as directed by Retail Manager

### **Candidate Profile:**

- Excellent customer service skills; especially proficient in dealing with difficult people from the public sector in a pleasant manner
- Proficiency with POS System
- Follow oral and written directions; working effectively with others; interpreting and applying office policies and procedures



- Meet the public tactfully and courteously, answering questions in person and over the telephone
- Excellent organizational, communication, and phone skills
- Understanding of and interest in the mission and goals of ADK
- Knowledge and interest in the recreational opportunities (with an emphasis in hiking) and history of the Adirondack Park, specifically the Lake George area

**POSITION DATES:** Late May – Mid October

**CLASSIFICATION AND WORK SCHEDULE:**

- Thursday – Saturday 8:30 a.m. – 5:00 p.m.
- Non-exempt
- Seasonal

**Please send resume and cover letter to:**

Valerie Foster

[valerie@adk.org](mailto:valerie@adk.org)

Retail Coordinator