



**Job Title:** Go Mt Charleston Retail Sales Associate

**Status:** Part Time up to 24 hours per week, weekend availability required)

**Reports To:** Director of Retail Operations

**Location:** Primary reporting location is Spring Mountain National Recreation Area

**To apply:** Email cover letter and resume to [employment@snconservancy.org](mailto:employment@snconservancy.org)

## About the Organization

SNC operates a complex organization with a \$3 million-dollar annual budget and over fifty staff members. The organization provides opportunities to discover, understand, and enjoy your public lands. SNC is a partner that supports the U.S. Bureau of Land Management, U.S. Fish and Wildlife Service, and the U.S. Forest Service. Originally established in 1988 as the Red Rock Canyon Interpretive Association, SNC provides interpretive and educational programs, and develops related projects to enhance the visitor experience on federal public lands. This includes Red Rock Canyon National Conservation Area, California Trail Interpretive Center, Spring Mountains National Recreation Area, and the Desert National Wildlife Refuge. For additional information, please visit our website at [Southernnevadaconservancy.org](http://Southernnevadaconservancy.org).

## Job Summary

This position will perform general retail duties and provide visitor information in a beautiful visitor center located in the Spring Mountains Recreation Area.

## Essential Duties and Responsibilities

- Present a professional, welcoming appearance and demeanor with customers, guests and colleagues. Be a Spring Mountain Visitor Gateway ambassador whenever you are on property by making the visitor feel welcome by being approachable and friendly.
- Be punctual to your assigned work time. Adhere to dress code as per employee manual. Clean and pressed uniform shirt and name tag are mandatory.
- Greet and engage with customers, answer questions on products and encourage sales by providing information.
- Be attentive and alert on sales floor when customers are present to answer questions on our merchandise and prevent store theft.
- Assist customers by ringing up merchandise selected per Point of Sale (POS) guidelines.
- Use proper cash handling practices when assisting customers.



- Assist information desk when requested to answer visitor questions about information on trails, camping, snow play and other programs offered by GoMtCharleston and USFS.
- Learn the various artisans carried in the store and information provided to customer about their purchase.
- Familiarity with store merchandise is key to our profitability. By working as a team with USFS to be able to walk the store and continually replenish items sold, straighten, size shirts, zip zippers and ensure merchandise is not out of place.
- Keep interior of store clean, which includes daily dusting, cleaning glass, vacuuming the store floor at close, and other tasks as appropriate or assigned.
- Keep Daily Sales Tracking form up-to-date by using POS reports.
- Record daily sales and visitor count on Excel spreadsheet.
- Receive new merchandise, generate purchase orders, tag merchandise, merchandising new items on sales floor, and organize back stock.
- Assist USFS with opening and closing procedures and housekeeping requests.
- End of Day closeout procedures and ensure safe count is correct.
- End of Month reporting as requested.
- Other tasks may be assigned which promote our mission and visitor experience.

## Requirements, Qualifications and Education

- Must have a driver's license and pass a Federal Background check
- Excellent verbal communication, and the ability to convey information clearly and effectively
- Strong communication and interpersonal skills with a proven ability to work in a diverse and collaborative environment
- Knowledge of the Spring Mountains, Las Vegas area public lands, and outdoor recreation industry is a plus
- Multi-lingual speaker a plus
- Ability to spend long periods standing, and ability to lift and maneuver supplies up to 50 pounds
- Reasonable accommodations will be available to enable individuals with disabilities to perform essential functions.



*Creating opportunities to discover, understand, and enjoy your public lands*

## Diversity, Equity, Inclusion Statement

Southern Nevada Conservancy (SNC) recognizes that public lands belong to all, and we are proud to be an Equal Opportunity Employer. SNC is committed to providing a workplace where a diverse mix of talented people are able to shine and support the broad scope of work we perform to help all members of the public to discover, understand, and enjoy our public lands. All qualified applicants will receive consideration for employment without regard to race, color, religion, creed, sex (including pregnancy), gender (including gender identity or expression, sexual orientation, marital status), national origin, ancestry, genetics, physical or mental disability, age, veteran status, or any other characteristic protected under applicable federal, state, or local law.

## Salary & Benefits

- \$14.00 per hour
- Holiday and Personal Time Off

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