



## COROLLA WILD HORSE FUND

1130E Corolla Village Road P.O. Box 361 Corolla, NC 27927  
www.corollawildhorses.org 252-453-8002

### POSITION DESCRIPTION

### MUSEUM GREETER AND RETAIL ASSOCIATE

#### **Position – Part-time, hourly, non-exempt**

Associates greet visitors, providing them with information about the mission, activities, and programs of the Corolla Wild Horse Fund as well as help with their selections and purchases. Acting as representatives of the Fund, associates help educate visitors about the Banker wild horses and answer visitors' questions regarding the herd and the work of the Fund. Associates maintain stock levels on the sales floor, receive incoming merchandise, and ensure that all is clean and presentable. Working cooperatively and collaboratively with all staff, especially the Retail Coordinator, this position reports directly to the Chief Operating Officer.

#### **Responsibilities:**

- Actively engage visitors in conversation to educate them about the Banker horses and the Fund's mission to protect and conserve them.
- Operate the point-of-sale system to process patron transactions.
- Ensure system register has sufficient currency daily by communicating status with the Finance Manager or Chief Operating Officer.
- Accurately follow daily system closing procedures.
- Maintain cleanliness of floors, displays, and merchandise.
- Keep the restroom clean, neat, and organized.
- Regularly restock merchandise shelves.
- Notify the Chief Operating Officer and/or the Retail Coordinator if restocking or reordering is required before stock depletes.
- Assist the Retail Coordinator with sales floor displays.

#### **Qualifications:**

- Commitment to the protection and preservation of the Banker wild horses.
- High School diploma with 1 to 3 years retail experience.
- Post-secondary education in business, computers, or office management is an asset.
- Proficiency in Word, Excel, PowerPoint, and Outlook is an asset.
- Experience with automated retail systems is an asset.
- Understands ethical behavior and business practices and ensures that own behavior is consistent with these standards and aligned with the values of the organization.
- Self-motivated, takes initiative, has ability to learn quickly.

- Professional appearance and demeanor.
- Ability to establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- Excellent interpersonal and phone skills.
- Strong verbal and writing skills.
- Ability to anticipate, to understand, and to respond to the needs of visitors in order to meet or exceed their expectations within the organizational parameters.
- Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- High comfort level working in a diverse environment.
- Ability to manage difficult interpersonal situations effectively with tact and patience.
- Ability to perform the essential job functions physically.