



## THE WILDERNESS CENTER

EDUCATION • CONSERVATION • STEWARDSHIP

### JOB DESCRIPTION

**Title:** Gift Shop Clerk and Administrative Assistant

**Supervisor:** Office Manager

**Location:** The Wilderness Center; Wilmot, Ohio

**Position Type:** Part Time, non-exempt.

#### **Summary of Position:**

The primary goal of this position is to serve as the gift shop clerk and front desk greeter as well as to provide clerical support for day-to-day office operations.

#### **Duties & Responsibilities:**

- a. Serve as facility attendant and front desk greeter as needed.
- b. Serve as Gift Shop cashier/clerk and assist with inventory.
- c. Assist with monitoring of office supplies and equipment maintenance.
- d. Provide customer service and assistance as needed, directing calls or visitors to appropriate staff.
- e. Coordinate and schedule room/facility rentals.
- f. Provide logistic support for programs and events.
- g. Provide on-site support for TWC special events and club activities as needed.
- l. Participate in facility opening/closing and “on call” duties as needed; specifically on Sundays.

#### **Qualifications & Requirements:**

- High school diploma or equivalent education and experience.
- Administrative, clerical experience preferred.
- Excellent oral communication skills.
- Ability to provide excellent customer services required. Provide a helpful, friendly and courteous disposition to clients, members, visitors, supporters, and vendors.
- Physical Requirements: Occasionally required to lift objects up to 40 lbs., carry, bend and stoop.
- Willingness to work flexible hours, including evenings and weekends.
- Ability to work independently and as part of a team.
- Commitment and adherence to Wilderness Center’s mission and core values.
- Must be able to pass a background check

*The Wilderness Center, Inc. is an equal opportunity employer. It is our policy to comply with all applicable state and federal laws prohibiting discrimination based on race, age, color, sex, religion, national origin, or other protected classification.*

UPDATED: 8/4/2021