



Join Our Team at Colorado National Monument Association

Position Available: Sales Associate

Are you passionate about preserving the natural wonders of Colorado National Monument? Do you want to work in a national park visitor center? If so, we have an exciting opportunity for you to make a significant impact on our mission!

About Us:

Colorado National Monument Association (CNMA) is a 501 (c)3 dedicated to the conservation and enhancement of Colorado National Monument, our backyard national park. As we celebrate our 60th Anniversary in 2024, we're thrilled to expand our team and bolster our efforts in supporting this iconic landmark.

Job Synopsis:

As a sales associate, you'll work in the Colorado National Monument Visitor Center helping with sales to support the park and answering questions from visitors.

Join Us:

If you're ready to channel your enthusiasm for Colorado National Monument and to get experience in the tourism or sales fields, we want to hear from you! Apply today to be part of our dedicated team and play a vital role in safeguarding this cherished geological gem for generations to come.

Thank you for your interest in joining CNMA in our mission to preserve and protect Colorado National Monument! We look forward to welcoming our newest team member.

Full job description below:

Sales Associate

Part-time 10-18 hours/week; weekends required

Hourly, non-exempt

Job Duties:

- Deliver an engaging, positive, and authentic experience to all visitors at Colorado National Monument's visitor center.
- Assist the National Park Service in opening and closing/securing the visitor center.
- Assist customers by ringing up sales, issuing returns, and other common point of sale operations. Cash handling skills are a must. Ability to count money drawers at the beginning or end of a shift.
- Assist in stocking inventory, straightening up displays, and keeping a clean and visually pleasant storefront. Assist in counting inventory.
- Support high standards of organization and cleanliness; promoting a safe working environment to help maximize visitor experience.
- Ability to learn and share expertise regarding the products in inventory, Colorado National Monument, and the surrounding area when asked by visitors.
- Orient visitors with information about the park film, exhibit hall, restrooms, picnic areas, and recreational opportunities such as hiking, camping, and wildlife viewing. Provide information regarding parks and public lands nearby and in adjoining states.
- Speak to a group of people while introducing and showing the park film in the auditorium.
- Inform and interact with children and adults regarding the National Park Service Junior Ranger Program; distribute jr. ranger booklets.
- Be familiar with the park service phone system to answer front desk-related telephone calls, forward calls, and provide requested information directly to callers in a professional and confident manner.
- Understand basic meteorology and to stay informed of weather, road conditions, and local events that might impact visitors' experience and/or safety on the monument.
- Understand and promote interpretive programs.

- Assist National Park Services staff and volunteers in other aspects of visitor center operations, as required.
 - Actively engage and promote membership with the Colorado National Monument Association to visitors. Assist visitors in signing up as new members or renewing existing memberships.
 - Actively participate in regular coaching sessions with supervisor and in the annual review process.
 - Ability to share feedback from visitors with leadership to help improve the overall visitor experience.
 - Adhere to all applicable federal, state, and local laws, statutes, and regulations.
 - Adhere to the policies of the employee handbook.
 - Ability to be able to work a flexible schedule including holidays or evenings, on occasion.
 - Other duties as assigned.
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Education/Skills/Experience- Applicants should:

- Exhibit a passion for Colorado National Monument and the preservation of our public lands.
- Have excellent customer service skills.
- Exhibit creativity, reliability, resourcefulness, and trustworthiness.
- Exhibit a friendly, out-going, open-minded, and engaging personality.
- Be a team player.
- Exhibit strong time management, communication, and organizational skills.
- Can receive feedback and take action when appropriate.
- Have basic math skills and computer proficiency.
- Previous retail or other applicable experience.

Physical Demands:

- Have the ability to lift/pull 35 pounds.
- Have the ability to stand, sit, and crouch.
- Have the ability to use stairs.
- Have the ability to use a ladder.
- Have the ability to occasionally work outdoors.
- Have the ability to answer phones, use a computer, and standard office equipment.

Please email resume and cover letter to: johannavwaveren@coloradonma.org.