Store Clerk

Anthracite Heritage Museum and Iron Furnaces Associates (AHMIFA)

22 Bald Mountain Road, McDade Park

Scranton, PA 18504

Job Description

• Welcomes and processes visitors through a POS system; gives visitors an overview introduction of museum – knowledge of anthracite history helpful, but not required.
• Operates store cash register and credit card terminal
• Maintains daily store records, ex. sales, inventory
• Stocks shelves and keeps displays clean and well-kept
• Supervises store volunteers (1-2 maximum)
• Assists with mailings, programs, newsletter production and supports membership growth initiatives
• Assists in activities of the AHMIFA to support the Mission of the Anthracite Heritage Museum and Iron Furnaces.
• Reports to the Associates Business Manager and works in close operation with Associates and State employees in ensuring the efficient operation of the Museum.

Requirements

• Excellent written & oral communication skills
• Experience with Microsoft Word, Excel
• Experience working with volunteers or experience with public programs
• Ability to multi-task, work independently and as a team player
• Availability to work every Friday (9:30 - 5) Saturday (9:30 -5) and Sunday (9:30 - 5)
• Ability to work occasional weekdays during staff vacations as needed
• Ability to help occasionally at Museum or Iron Furnace Events

Desired

• Experience with retail sales and merchandising
• Experience with public programs, events

Pay begins at $12.00/hour

To apply, please send a resume and cover letter to Vivian Cleveland, Associates Business Manager, at ahmuseum@verizon.net. Applications will be accepted until Aug 31/, after which interviews will be scheduled.