

POSITION DESCRIPTION SALESPERSON

General Statement

The position of Salesperson is part of the sales program of the Harpers Ferry Historical Association. This position varies from 6-40 hours per week, including Saturdays and Sundays. Additional hours may be assigned as emergencies, special events or program activities require. There are no benefits associated with this position. The position is located in Harpers Ferry National Historical Park. It requires parking in the Cavalier Heights parking lot and shuttling to the lower town.

Major Duties

This position is responsible for all details involved in the operation of bookshop sales including cash handling and security, record keeping, restocking, and store cleanliness. In addition, this position provides visitors with information about the park and area as well as about the sales items.

Required Skills and Abilities

Excellent communication skills are required of this position. Consistent attention to detail is necessary. Proficiency in basic computer skills including Windows is required; the ability to learn new computer skills is also necessary. This position requires being able to work with minimum supervision, and to have the disposition to work with all kinds of visitors, park staff and association staff in a pleasant manner. Reliable attendance is a must. Course work and/or interest in history are a plus, as is previous sales experience.

Physical Requirements

This position requires the ability to work an 8 hour day and to be able to stand for a good portion of the day. You must be able to negotiate stairs and to lift up to 30 pounds.