

Seasonal Job Posting

GIFT SHOP ATTENDANT, Martha's Vineyard, MA

The MVCMA community consists of historical buildings, a central Tabernacle and tiny, private cottages. The entire community has been identified as a National Historic Landmark. More information can be found on our webpage: www.mvcma.org.

The Martha's Vineyard Camp Meeting Association is seeking a Gift Shop Attendant to ensure visitors feel welcomed when entering the MVCMA Gift Shop. Duties include, but are not limited to customer service, gift shop sales, and maintaining a clean, inviting gift shop for guests. We are looking for someone that can work independently, has experience in visitor services and/or retail (not required), communicates effectively with both guests and staff, and provides a friendly, welcoming atmosphere for all that visit us.

Start Date: Third Week of May (TBD)

Hours: Flexible

Rate: \$20 per hour

Responsibilities:

- Greet and welcome all visitors
- Maintain a friendly, professional, customer care attitude when checking assisting guests
- Be available to answer questions, and enforce aquarium rules of conduct when needed
- Follow all procedures for opening and closeout of registers and reconciliation of receipts and cash.
- Gift shop sales and customer service
- Clean, restock, and maintain gift shop and front desk
- Answer mainline phone

Requirements:

- Work is performed while standing, sitting, or walking with occasional bending, reaching, and the lifting and occasional carrying of boxes weighing up to 25lbs.

Application:

Please send a resume to generalmanager@mvcma.org.