



## The Aldo Leopold Foundation Receptionist job description

### **Duties**

- Staff the information desk and bookstore at the Leopold Center. Tasks include welcoming visitors and orienting them to program options, answering questions about the Aldo Leopold Foundation, processing sales, helping gather and compile visitor evaluation data, and promoting memberships.
- Performing opening/closing functions on computer-based cash register software and preparing daily cash bank deposits.
- Processing and filling any website transactions, including tracking program registrations, and preparing merchandise orders for shipping.
- Clerical support to all departments, including answering the phone and directing calls to appropriate staff, logging and distributing mail, posting outgoing mail, preparing mailings, and other duties as assigned.
- Coordinating resolution of basic building maintenance related issues.
- Communicating with/scheduling volunteers and assigning/overseeing work from a project list generated by staff.

**Required:** Dynamic personality; Excellent customer service skills; Proficiency in Microsoft Office software and other basic computer programs; Familiarity with and interest in learning more about Leopold; Ability to work independently; Multitasking skills; Well-developed communication skills; Ability to accommodate flexible work schedule including some nights and weekends.

### **Work schedule**

**(April – October):** 30 hours per week, weekday schedule to be determined with candidate but must include Saturdays.

**(November – March):** 20 hours per week, schedule to be determined with candidate.

**Compensation:** \$10.00 per hour, with paid vacation and sick time

Candidates should send a resume, cover letter that addresses the job announcement, and contact information for three references to Jennifer Kobylecky, P.O. Box 77, Baraboo, WI, 53913, or [jennifer@aldoleopold.org](mailto:jennifer@aldoleopold.org). Applications must be received by Monday, February 22<sup>nd</sup>, 2010, and interviews will commence after this deadline. Ideal start date will be in mid to late March.

Website: <http://www.aldoleopold.org>

**The Aldo Leopold Foundation is an equal opportunity employer.**