



## The Aldo Leopold Foundation Receptionist position

### **Duties: Visitor Services**

- 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.

### **Duties: Administrative**

- Performing opening/closing functions on computer-based cash register software and preparing daily cash bank deposits.
- Keep visitor area stocked with informational brochures
- Assist with billing of tour groups, sponsorships, and other invoices related to programming.
- Track and bill program registrations
- Process credit card transactions
- Fill website orders, preparing merchandise orders for shipping.
- Assist with membership campaigns (preparing mailings, update information in member database, etc.)
- Respond to archival usage requests with permissions and selection process. Manage billing and payment for use as appropriate.
- Clerical support to all departments, including answering the phone and directing calls to appropriate staff, logging and distributing mail, posting outgoing mail, and other duties as assigned.

### **Compensation**

\$10/hour

### **Schedule**

April – October (visitation season): 30 hours per week

Mon: 9am – 5pm. Tues & Wed: off. Thurs: 9:30am – 4:30pm. Fri: 9:30am – 4:30pm.

Saturday: 8:30am – 4:30pm.

November – March (off season): 20 hours per week

Tues: 9am – 4pm. Wed: 10am – 4pm. Thurs: 9am – 4pm.

### **To apply**

Send cover letter, resume, and contact information for 3 professional references by 3/14/12 to the Aldo Leopold Foundation Receptionist Application, PO Box 77, Baraboo. Emailed materials accepted at [mail@aldoleopold.org](mailto:mail@aldoleopold.org). **Start date: April 10, 2012**