

LPC Job Description

TITLE: Loon Center Assistant

REPORTS TO: Loon Center Manager

SCHEDULE: Part-time

SUMMARY: The Loon Center Assistant will assist the Loon Center Manager with the day-to-day operations of The Loon Center, The Loon's Feather gift shop, and the John and Kittie Wilson Field Operations Center. Some weekend and evening hours are required. The Loon Center Assistant will cover for the Loon Center Manager on sick and vacation days.

Responsibilities include but are not limited to:

LOON CENTER – Shop/Exhibits

1. Ensure an outstanding experience for all Loon Center visitors
 - Open and close The Loon Center at scheduled hours
 - Warmly and enthusiastically greet customers and introduce them to the gift shop, exhibits, and trails
 - Answer questions about loons and LPC's work to support loons to the best of their ability
 - Ensure a positive visit to The Loon Center campus
2. Perform all daily functions of The Loon's Feather gift shop
 - Conduct sales
 - Receive and price merchandise
 - Monitor shop inventory and restock as needed
 - Process and send online mail orders in a timely manner
 - Train and supervise shop volunteers
 - Close out register at end of day and record sales and cash on weekly proof sheet
3. Assist with inventory monitoring
 - Maintain the stock room in an orderly fashion
 - Alert Loon Center Manager of inventory shortages
 - Assist with store inventory at least once a year, more often if directed
4. Monitor and ensure the excellent condition and appearance of the interior and exterior of The Loon Center, including LPC exhibits
 - Shop and Exhibit rooms are clean and ready for visitors before 9:00am
 - Dust display areas, sweep floors and porch, keep window panes on front door and porch doors clean
 - Oversee trash removal and recycling
 - Maintain garage area, keeping it neat and orderly
 - Assist with preparation of The Loon Center for special events (specifically the Loon Festival and Holiday Open House)
 - Alert Loon Center Manager of issues that will require additional help or time to resolve

LOON CENTER – Facilities

1. Assist Loon Center Manager with building systems to maintain operational performance, including scheduled maintenance and un-scheduled service
 - Heating and cooling systems, plumbing and septic systems, walk-in freezer, generator, and other utilities

JOHN AND KITTIE WILSON FIELD OPERATIONS CENTER - Facilities

1. Monitor and ensure the excellent condition and appearance of the interior and exterior of the John and Kittie Wilson Field Operation Center
 - Spring opening and Fall closing of residential apartment areas and garage area
 - Prepare for arrival of summer field staff
 - Assist summer intern staff with any issues that may arise
 - Alert Loon Center Manager of issues that will require additional help or time to resolve

LOON CENTER CAMPUS GROUNDS- Exterior

1. Assist Loon Center Manager with monitoring the condition and appearance of Loon Center grounds: parking area, driveway, landscaping, signage, etc.
 - Rake/blow leaves from front and back of building (Fall & Spring)
 - Frequently check and empty trash barrel at trailhead
 - Keep area around trash receptacle clean
 - Keep plant beds tidy and free of weeds, as time allows
 - Keep trailhead map box full

OTHER DUTIES

1. Provide administrative support to LPC Staff as directed by Loon Center Manager or Senior Biologist/Executive Director
2. Direct incoming telephone calls and emails
3. Alert Loon Center Manager of supply shortages
4. Other duties as assigned by Loon Center Manager or Senior Biologist/Executive Director

General Requirements:

Must have excellent public relations and interpersonal skills and the ability to develop and maintain friendly, positive working relationships with the public, staff, and volunteers. Must be able to work independently and follow through on projects. Must have typing and PC computer skills. Must be a team worker willing to work in a small office environment and cheerfully pitch in to help in any and all things as needed.

Physical Requirements:

Must be able to navigate stairs to transfer inventory between stockroom and shop. Must be able to lift moderately heavy items, bend, stoop, and sit at a desk for extended periods of time. Must have a valid driver's license.