



1130E Corolla Village Road P.O. Box 361 Corolla, NC 27927  
www.corollawildhorses.org 252-453-8002

## **POSITION DESCRIPTION**

## **MUSEUM GREETER AND RETAIL ASSOCIATE**

### **Position – Part-time, hourly, non-exempt**

Associates greet visitors, providing them with information about the mission, activities, and programs of the Corolla Wild Horse Fund as well as help with their selections and purchases. Associates maintain stock levels on the sales floor, receive incoming merchandise, and ensure that all is clean and presentable.

### **Responsibilities:**

- Actively engage visitors in conversation to educate them about the Banker horses and the Fund's mission to protect and conserve them.
- Operate the point-of-sale system to process patron transactions.
- Accurately follow daily system closing procedures.
- Maintain cleanliness and presentation of floors, displays, merchandise, and restroom.

### **Qualifications:**

- Commitment to the protection and preservation of the wild Banker horses.
- Experience with automated retail systems is preferred but not required.
- Excellent interpersonal and phone skills.