



## **JOB DESCRIPTION**

**Position Title:** Walkway Visitor Pavilion Assistant

**Reports To:** Finance Manager

**Status:** Part-time 20 hours per week, including Friday, Saturday and Sunday. April – November 2017

**Compensation:** Competitive based on experience

**Benefits:** N/A

**The Organization:** Walkway Over the Hudson is a 501(c) (3) nonprofit organization founded in 1992. Through engaged stewardship, we enhance the Walkway experience, support capital improvements, and deliver innovative programs that attract visitors and contribute to the economic vitality of the Hudson Valley.

Walkway Over the Hudson is a small but fast-paced nonprofit organization responsible for promoting and raising funds to support Walkway Over the Hudson State Historic Park.

**Position Summary:** The Visitors Pavilion Associate will support the Finance Manager. S/he will help manage retail operations at Walkway volunteer structures (pavilions) on both the Poughkeepsie and Highland sides of the bridge as well as the Upper Landing Park waterfront elevator entrance. The person in this role will be responsible for ensuring full volunteer coverage at Walkway pavilions on a weekly basis and making sure merchandise inventory procedures and controls are followed. This person will also have direct contact with the New York State Office of Parks, Recreation, and Historic Preservation and will interact regularly with the public. . This position includes weekends and some evenings.

We are seeking a highly motivated individual with the ability to work well with a variety of volunteers and Walkway patrons. This individual must have excellent communication and organizational skills. We need a flexible, independently motivated person who is willing to roll-up his/her sleeves to do whatever is necessary to ensure the success of the Walkway.

### **Primary Responsibilities:**

#### **Oversee Retail and Concessions Operations**

- Assist with Walkway pavilion merchandise operations, including replenishing stock from storage and overseeing display and presentation of merchandise.

- Communicate merchandise feedback from volunteers, visitors, and customers to the Finance Manager.
- Support online orders and help with fulfillment when Walkway's online store is established.
- Assist with training new volunteers to use Walkway Point of Sale registers and merchandise sales procedures.
- Act as a liaison between Walkway food vendors and Finance Manager.
- Monitor and report on food vendor items, pricing, signage, and cleanliness of vendor area weekly.

### **Volunteer and Visitor Support**

- Communicate each Friday with Volunteer and Tour Associate to ensure that there is full volunteer coverage for all weekend shifts at each pavilion.
- Support volunteers at East and West Pavilions and Upper Landing Park.
- Monitor signage for events and park closings as requested.
- Maintain pavilion stock of Walkway brochures and other Hudson Valley information.

### **Special Events**

- Support Walkway Staff in preparing for and executing events such as Moonwalks, Lecture Series, Movie Nights, Discover Hudson Valley Bike Ride, Jazz in the Valley, scheduled community walks, and others as needed.
- Perform other duties and responsibilities as assigned by the Executive Director and/or the Finance Manager.

### **Skills and Qualifications:**

- Previous retail clothing and accessory experience, preferably with management responsibilities.
- Strong organizational skills and ability to work productively in a fast-paced, high energy environment with frequent changes.
- Experience with POS systems such as Square.
- Expertise with Microsoft Office products, including Excel.
- Commitment to working as part of a collaborative team.
- Excellent verbal, phone, and virtual communication skills to work effectively with the public and a diverse group of volunteers.
- Ability to work up to 20 hours per week, including Friday, Saturday, and Sunday. Occasional weekday or evening hours are also required.
- Dependable, punctual, and reliable.
- Valid driver's license and use of a personal vehicle.
- Ability to lift 40 lbs.
- Event experience a plus.

**To Apply:** Please send a resume and cover letter to [jobs@walkway.org](mailto:jobs@walkway.org).

*Walkway Over the Hudson is an equal opportunity employer. Only qualified applicants will be contacted. No phone calls please.*