

**Mount Rushmore Society**  
**Retail Supervisor for MORU Bookstores**

**Title: Retail Supervisor**  
**Reports to: Director of Retail**  
**Exempt/Non-Exempt Status: Exempt, year-round**

**Overview:**

Join our retail team at Mount Rushmore National Memorial. We are seeking a full-time Retail Supervisor for our 3 Bookstore locations at the Memorial. The Supervisor will be responsible for supervising staff, managing workflow and maintaining inventory levels at our very busy retail locations at Mount Rushmore National Memorial.

The Retail Supervisor will be based at Mount Rushmore to ensure the highest level of visitor services in collaboration with the Mount Rushmore Society leadership team and our partners, the National Park Service.

**Responsibilities**

- Responsible for assisting with hiring seasonal sales associates
- Supervises, trains and develops sales associates
- Creates and manages team schedules
- Conducts and reviews all opening and closing procedures for all locations
- Learns POS system and troubleshoots IT issues
- Supervises Audio Tour/Mobile Tour rentals
- Maintains sales productivity, store appearance, merchandising, displays and restocking
- Set-ups or supervises opening of seasonal store locations
- Works closely with Warehouse Supervisor to ensure delivery of products
- Maintains safe, clean attractive stores with robust product levels
- Operates POS cash registers and follows established cash handling duties, including deposits and daily sales reports
- Ensures stores and storage areas are orderly and secure and assists with on-site safety, security and compliance guidelines set by NPS

**Qualifications**

- Minimum 3 years of retail management and supervision of sales staff
- Technical, Trade or Vocational degree or High School diploma/equivalent
- Extensive knowledge of retail procedures and operations
- Ability to communicate clearly, including e-mail, telephone and in person
- Knowledge of POS software systems and inventory management
- Excellent leadership and interpersonal skills
- Strong organizational skills
- Ability to work evenings, holidays and weekends as needed
- Must be able to lift or slide 30 lbs

- Must have valid driver's license
- Thrives in multi-tasking, high-energy environment with shifting priorities

**Work Environment**

The majestic Mount Rushmore National Memorial is the primary location for this position. The majority of working hours will be spent between three store locations at the Memorial and our on-site office in a historic building. Moderate physical activity such as walking, standing, transporting of boxes, supplies and cashier drawers is required.

The tempo at Mount Rushmore goes from the silence of winter . . . to the chaotic hum of summer . . . to the gradual slowing of visitation in the fall. Annually, Mount Rushmore hosts approximately 3 million visitors.

This job summary is intended to describe the general nature and level of work to perform this job. It is not intended to include all duties. You will be provided a copy of a final job description upon hiring. Mount Rushmore Society is an equal opportunity employer.

Eligible to receive benefits in accordance with Employee Benefit Package.

To be considered for this position, email your resume to [anna@mtrushmore.org](mailto:anna@mtrushmore.org).