

## **Sales Shop Clerk/Program Assistant**

**Reports To:** People's Center Coordinator and Chairman

**Location:** Karuk People's Center in Happy Camp, California

**Salary:** \$8.50 per hour

**Classification:** Part Time (5 hours per day, Monday through Friday), Regular, Non-Exempt

**Summary:** This position is located in the People's Center of the Karuk Tribe in Happy Camp, California. The People's Center is the cultural center and museum of the Karuk Tribe. The Center features art and culture exhibitions in its gallery space and serves as one of the sites of the Karuk Library. The Center maintains and cares for the artifact collections and archival materials of the Karuk Tribe and operates a Sales Shop that sells cultural art items, books and related merchandise.

The Sales Shop Clerk/Program Assistant shall work under the supervision of the Karuk Tribe's People's Center Coordinator Consultant and will learn basic operations and procedures in the cultural center/museum. This position includes opening and closing the facility and learning the details of operating the Center's Sales Shop including sales, inventory management, administrative paperwork for purchases and display of merchandise.

**1) What are your typical job responsibilities?**

Sell stuff at the Peoples Center, help people, run register, clean.

**2) How do you *really* spend your day?**

Doing what I talked about above and talk to people about what we sell, keep things looking nice, and watch customers. Write things down we need.

**3) How do you organize your day to ensure you get everything done?**

I make a list of what needs to be done and try to do it before its too late.

**4) What education/career paths lead you to this position? Were there any life changes that guided your way to this position (ex; closing of the mill, desire not to leave area, family)?**

I used to work as a cashier at my school store. When I moved back here, I needed a job and this was perfect!

**5) Uppers; what is the thing that you love most about your job?**

I like talking to people and the responsibilities.

**6) Downers; what is the thing that you love least about your job?**

I'd like more hours and for it to be busier with more people.

**7) What inspires, excites, and/or motivates you in your job?**

I like to see our tribal things for sale and see how much people like them.

**8) What does your average work week schedule look like (ex; hours worked, meetings, appointments, traveling, etc.)?**

I unlock and lock the doors when I open and close, count the money in the till to make sure it comes out right with what we sold each day, I am on-call for when other staff needs to go to meetings or appointments, I usually know though when I work beforehand.

**9) How do you relieve stress?**

I listen to music.

**10) Does your job include a lot of traveling? Do you enjoy it?**

I walk to work. I don't have a license so I don't travel, but I don't need to for my job.

**11) What advice would you give to someone interested in this line of work?**

You need to like people, know how to count back change, be honest and can fill the hours that are slow.

**12) What does a *typical day in your world* look like?**

I unlock the doors, open the store, arrange stuff, talk to people, make flyers for special sales, price items, help customers, dust and sweep, wash windows, answer the phones, keep track of inventory, etc.