

Olbrich Botanical Society (OBS)

Growing Gifts Shop Retail Assistant

Duration & Hours: This is a part-time, year-round position. The schedule will be flexible and could be 2-4 days per month and will include weekend days and some evenings. Regular hours are approximately 9 am to 5 pm.

Reports to: Gift Shop Manager

Scope and Purpose:

The position of Retail Assistant is to assist in providing a quality shopping experience for Olbrich Garden visitors. The gift shop is open 362 days per year (closed only major holidays). Olbrich Botanical Gardens is visited by more than 300,000 people annually and serves more than 25,000 visitors at special events.

General Responsibilities

- **Customer Service** – assisting customers with questions, helping them locate items, working at the cash register
- **Daily gift shop operations** - opening and closing the register, counting cash, preparing the bank deposit, stocking, cleaning
- **Volunteer Management** – support volunteers working at the register

Essential Functions

- Ability to commit to a work schedule as outlined
- Ability to learn our POS system
- Ability to generate and execute compelling ideas for displays and new merchandise
- Ability to bend, stoop, kneel, walk on tiled floors most of the day
- Ability to lift 25 pounds.
- Ability to display a confident, energetic, and positive attitude while working with visitors, volunteers, and staff

Qualifications

The successful candidate will have a minimum of an associate's degree, preferably retail experience, and be a creative thinker with a good eye for display. In addition, we are looking for:

- Excellent leadership skills and preferably experience working with volunteers
- Excellent verbal and interpersonal skills
- Ability to build productive and cohesive relationships with colleagues and volunteers
 - Ease with engaging visitors and enthusiasm for working with the public
 - Proficiency with computer technology including Microsoft Office Suite, ability to learn our POS system
- Commitment to Olbrich and teamwork
- Personal interest in and appreciation for gardening
- Dependability

Olbrich Botanical Society is an equal opportunity employer.

Application Materials

Send cover letter, resume, and [application](#) to:

Camela King
Gift Shop Manager
Olbrich Botanical Gardens
3330 Atwood Avenue
Madison, WI 53704
cking@cityofmadison.com
Fax: 608-246-4719
No telephone inquiries, please.