



A Chautauqua on Lake Michigan

National Historic Landmark est. 1875

POST OFFICE MAIL CLERK SEASONAL POSITION

ABOUT THE BAY VIEW ASSOCIATION

The Bay View Association of the United Methodist Church (Bay View) is a 501(c)(3) nonprofit organization founded in 1875. With over 1000 members, 440 cottages and 30 common buildings, each summer the Association offers superb music, worship, lectures, recreational, and education opportunities, all open to the public. Additional information about Bay View can be found at www.bayviewassociation.org.

POSITION SUMMARY

The **POST OFFICE MAIL CLERK** is a seasonal, customer-service oriented position. This individual will join our summer team, serving both our members and guests. The Post Office Mail Clerk is responsible for a wide variety of tasks including, but not limited to sorting mail, selling stamps and envelopes, handling packages, and answering member questions regarding mail and packages. This is a seasonal position, beginning Monday, April 30 and ending Wednesday, October 31, 2018. The Bay View Post Office opens to members Tuesday, May 1 and closes Wednesday, October 31. The position intensifies during the Annual Assembly Season months of June, July and August. The Post Office Mail Clerk reports directly to the Executive Director of the Bay View Association.

ESSENTIAL JOB FUNCTIONS

- General duties include: Welcome members and guests to the Bay View Post Office, answer incoming phone calls from members, guests, and the Bay View Association staff, sell stamps and envelopes, answer any questions members have about their mail, assisting with package shipments and deliveries.
- Assist with setting up member P.O. Boxes, correctly hand-sort all incoming mail, forwarding mail to appropriate addresses. Register, certify, and insure mail. Weigh packages and mail to determine the correct postage amount. Check that packages are in appropriate condition for mailing.
- Answer questions about, but not limited to, postage rates, post office boxes, and mailing restrictions.
- Maintain an organized, clean work area. Member mail should be put into correct P.O Boxes and an updated record of member P.O. Box numbers is to be maintained. Changes to P.O. Boxes should be communicated with Bay View Administration and Russell Hall staff.
- Perform other post-office duties and tasks as assigned by the Executive Director.

QUALIFICATIONS

- Prior post-office experience is preferred but not required.
- Excellent customer service and can-do attitude with emphasis on streamlining processes and efficiencies.
- Experience with basic technologies are necessary.

- Ability to work unsupervised and cooperatively in a team environment to provide quality customer service for the Bay View community and guests; strong communication and organization; ability to assist members and guests in a professional, helpful way.

SALARY AND BENEFITS

The salary range is: \$14-\$15 per hour, as well as employee discounts on Bay View Association programming.

The information contained in this position description is intended to describe the general content and requirements for successful performance of the job. It is not an exhaustive list of duties, responsibilities or requirements. Additional duties and requirements may be assigned at the sole discretion of the Bay View Association. Hence, the job description does not constitute an employment agreement between the employer and employee and is subject to change by the employers as the needs of the employer and requirements of the job change. The position is a contracted, at-will position. Bay View is an equal opportunity employer.

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