



**United States Department of the Interior**  
**NATIONAL PARK SERVICE**  
**Christiansted NHS/Buck Island Reef NM**  
**Salt River Bay NHP & EP**  
2100 Church Street #100, Christiansted,  
St. Croix, U. S. Virgin Islands 00820



**Volunteer Opportunity to Re-Open NPS Christiansted Downtown Bookstore**  
**Christiansted NHS, Christiansted, St. Croix, U.S. Virgin Islands**

Beginning November 2019 the National Park Service Christiansted National Historic Site and Eastern National will be re-opening the NPS Christiansted Downtown Bookstore. The Bookstore has been a central and essential feature at the NPS Scale House for decades and a great place to find unique gifts for our visitors and friends. With the help of the Friends of the St. Croix National Park and volunteers, NPS will be re-opening the bookstore November 15<sup>th</sup>, 2019.

NPS is seeking volunteers with skills in hospitality, retail, marketing, advertising, education, mentoring, and sales who have time to give to their National Parks. Volunteers will work with NPS staff to help manage and operate the bookstore. Volunteer involvement includes, but is not limited to, meeting and greeting visitors, selling bookstore items, stocking shelves, conducting weekly inventory, and helping keep the new cooler stocked with refreshing products.

**DESCRIPTION OF ACTIVITIES:** Volunteers will assist NPS staff manage and operate the bookstore. NPS would like to have the store open from 9am to 4pm Tuesday – Saturday, and when cruise ships are in port and special event days. Bookstore hours will be more fully determined according to volunteer availability. Volunteers will be responsible for meeting visitors, offering insight into the three national parks, Christiansted NHS, Buck Island Reef NM, and Salt River Bay NHP & EP, conducting sales, operating a cash register, restocking shelves with inventory, keeping track of inventory, light cleaning, organizing, and helping further enhance the bookstore space as bookstore project unfolds. Volunteers will be able to work with NPS staff to develop new merchandise for the bookstore - items that will be unique to our three national parks.

**ORIENTATION/SCHEDULING:** On November 12<sup>th</sup> the NPS and Eastern National will provide interested volunteers training to manage and operate the bookstore, operate the cash register, and provide park information to the visitors. Bookstore training will be at Christiansted NHS in the Scale House Building; time to be announced by Nov 8<sup>th</sup>. Interested volunteers will meet NPS Volunteer Coordinator Benito Vegas who will provide NPS volunteer orientation, and volunteer application and agreement. NPS staff and lead volunteer will organize the daily work shifts amongst all the volunteers once we have all committed volunteers trained and in place.

**KNOWLEDGE AND SKILLS REQUIRED:** Each volunteer must have the ability to communicate in English. Spanish and Danish would be great too. Be in good health, comfortable standing and sitting, interested in working in a National Park for minimum of 4 hours per day to help manage and operate the NPS Christiansted Bookstore. Retirees with marketing, merchandising, sales, retail, cashier skills, educators, mentors, teachers, historians, military service; students interested in internship and community service, and anyone who enjoys our National Park resources and would like to be in downtown Christiansted to help the National Park are welcome.

**WORK ENVIRONMENT:** Open-air historic building all on ground floor. Walking distance from NPS parking; parking available at the NPS Fort Christiansvaern parking lot. Daytime work hours only from 9am to 4pm. Tuesday to Saturday; hours may vary from 4 hours to 8-hour days. Duties would include meeting and talking to visitors, sales, operating the cash register and setting up deposits. Organizing merchandise, re-stocking shelves, opening boxes, and some light cleaning.

**EQUIPMENT PROVIDED BY VOLUNTEER:** Wear comfortable shoes, bring water and food for lunch if working full day. Volunteers may schedule lunch breaks with each other to cover shifts.

**EQUIPMENT PROVIDED BY NPS:** NPS will provide T-shirts for Bookstore Volunteers and name badges. There will be a park staff available to assist and cover store when needed.

**QUESTIONS:** Contact NPS Volunteer Coordinator, Benito Vegas, 340-773-1460 x 233 or email [benito\\_vegas@nps.gov](mailto:benito_vegas@nps.gov). We look forward to the success of the Christiansted Downtown Bookstore. Thank you!