Retail Manager of Nature’s Nest Bookstore

At the Visitor Center, Rocky Mountain Arsenal National Wildlife Refuge

Job Description – Part-time

Resumes will be accepted until November 19, 2017

Primary Responsibilities:

The Retail Manager of Nature’s Nest Bookstore is responsible to run the store successfully. The manager is responsible for providing great customer service as well as dealing with the financial side of the store. Nature’s Nest is an operation of a not-for-profit corporation 501 (c) (3), Friends of the Front Range Wildlife Refuges. The profits from the store support the Rocky Mountain Arsenal National Wildlife Refuge.

The manager is responsible for working in the store, ordering and managing inventory, overseeing pricing and stock control, maximizing profitability and meeting sales targets, recruiting and training volunteers, managing budgets, reporting statistical and financial records, coordinating with the FFRWR Board of Directors, promoting and marketing the business, dealing with customer queries and complaints, working with bookkeeper and FFRWR Treasurer to keep bank accounts and credit card expenditures, and ensuring compliance with health and safety legislation.

Hours of work include up to 30 hours per week, including working in Nature’s Nest on weekends from 8:30 to 4:30 pm. Other hours in the store will vary depending upon the schedule of the volunteers.

Preferred qualified candidates will have experience in retail work, including ordering and inventorying of merchandise and enjoying interactions with the public and children. The candidate will be self-directed with strong organizational skills, excellent verbal and written skills, computer skills, and inventory planning, ordering and tracking. Candidates should be able to multi-task, meet deadlines, be team players, handle changing priorities, be willing to work weekends, and be enthusiastic about nature and outdoor recreation. Experience with e-commerce is a plus.

Candidate must be a US citizen. Please read about Friends of the Front Range Wildlife Refuge at [www.FFRWR.org](http://www.FFRWR.org) . Please send or email a resume to the address below.

Job Requirements

Degree: High School and experience with retail

Salary: Depending upon experience

Deadline for Application: November 19, 2017  
Fields of Interest: Strong interest in retail and Rocky Mountain Arsenal National Wildlife Refuge.  
Other Skills Preferred: Ability to interact with the public and volunteers. Strong communication and interpersonal skills. Experience with retail, inventory, marketing; customer relations, outdoor recreation, and the environment. Excellent IT skills and ability to problem solve. Proficiency with Word, Excel, and QuickBooks.

Contact: No Telephone calls please.

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