

## Friends of the Front Range Wildlife Refuges



**Position Title:** Nature's Nest Assistant (Part-time, temporary)

**Location:** Rocky Mtn. Arsenal National Wildlife Refuge, 6550 Gateway Rd, Commerce City, CO

**Compensation (hourly):** \$18- \$20/hour, 10-20 hrs per week

**Position Reports to:** Nature's Nest Coordinator

**Start Date:** September 2024

**Application Deadline:** August 31<sup>st</sup>, 2024, interviews occur as qualified candidates apply

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**Organizational Overview:** The mission of the Friends of the Front Range Wildlife Refuges (FFRWR), a certified 501(c)3 organization, is to support and promote the Rocky Mountain Arsenal National Wildlife Refuge (RMANWR) and Rocky Flats National Wildlife Refuge (RFNWR) in their efforts to conserve and restore native habitat and wildlife, as well as to provide meaningful opportunities for the public to experience wildlife and nature near a major metropolitan area. FFRWR also raises funds for refuge programs by running the store in the RMANWR Visitor Center, Nature's Nest, maintaining an active donor base, and by hosting an annual fundraising dinner and silent auction. FFRWR is the fiscal sponsor of Generation Wild Northeast Metro Coalition (NEMC).

**General Summary of Position:** The Nature's Nest Assistant position is responsible for tasks in the gift shop at the RMANWR, Nature's Nest. The Nature's Nest Assistant will perform tasks as assigned by the Nature's Nest Coordinator. Primary tasks include stocking, rotating inventory, and customer service. The ideal candidate is a highly organized person with an outgoing personality and an ability to work independently. The Assistant should be entrepreneurial, a creative problem solver, and a strategic thinker. Hours are flexible and the position may involve work few hours on rotating weekends or outside of regular store hours.

### **The responsibilities of the Nature's Nest Assistant include the following:**

#### **Stocking, Rotating Inventory, and Customer Service:**

- Stock items in the store, ensuring inventory is full and appealing to customers.
- Work with store volunteers to keep the appearance of the store neat and welcoming as well as periodically making changes to displays.
- Independently label items as assigned by the Nature's Nest Coordinator and stocking labeled items in the store.
- Pick up and transport boxes up to 30lbs in weight
- Count and receive deliveries in Square online retail system
- Store backstock in an organized fashion and maintain organized shared storage area
- Take trash/recycle to dumpster
- Discuss needed changes/additions for shelving/displays/inventory. Merchandise product under the direction of Nature's Nest Coordinator
- Maintain the FIFO (first in first out) inventory system with special attention to expiration dates.
- Reporting items low in stock to the Nature's Nest Coordinator by writing a list of items to be restocked.
- Track and report hours independently, reporting to the Nature's Nest Coordinator or General Manager
- Ensure employee and volunteer compliance with health and safety legislation in the store.
- Work with the public, dealing with customer queries and complaints.
- Because FFRWR is a small organization, in addition to the primary job responsibilities described above, each FFRWR staff person may be called upon to perform other tasks as necessary by the

FFRWR Board of Directors, especially around events, as well as some administrative and general tasks.

### **Required Qualifications**

- Experience in retail/customer service work. Ordering and inventorying of merchandise with experience with QuickBooks and Square a plus.
- Ability to meet deadlines and multi-task, work effectively under pressure, handle competing priorities with a team or independently and enjoy working with a team of dedicated volunteers.
- Ability to work a few hours on rotating weekends (Sat & Sun) or one day a weekend
- Ability to oversee a direct a group of volunteers
- Team player, enthusiastic, creative, critical thinker, and self-motivated with strong organizational and basic math skills.
- Exhibits the ability to effectively collaborate with diverse teams or with a variety of populations, including those underrepresented at our organization and those of BIPOC communities.
- A general enjoyment in interactions with the public and children.
- Candidate must be a US citizen.
- Spanish-speaking is a plus.

### **Compensation and Temporary Status:**

**Compensation (hourly):** \$18- \$20/hour, 10-20 hrs per week

**Temporary Status:** Temporary employees are defined in the FFRWR manual as “an employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees normally are not eligible for participation in FFRWR benefits.” This position does not include benefits, however, in the event that this position is no longer deemed as temporary, benefits will be provided on a prorated basis for all employees under 20 hours per week. If the necessary tasks of this position continuously exceed the set 15 hours per week, temporary status will be reevaluated by the General Manager and Board of Directors.

**Hours:** Nature's Nest is open 5 days a week (Wednesday-Sunday) from 9:00 am-4:00 pm. Hours of work include 10-20 hours per week, as assigned by the Nature’s Nest Coordinator, working in Nature’s Nest on rotating weekends or outside of regular store hours on occasion. Other hours in the store will vary depending upon the schedule of the volunteers. Compensation range of \$18- \$20/hour determined based on experience and qualifications.

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**Application Process:** To apply, please send a single PDF to [board@ffrwr.org](mailto:board@ffrwr.org) with a resume and cover letter explaining how your experience aligns with the position. Please reference “Natures Nest Assistant” in the subject line of your email. Please read about Friends of the Front Range Wildlife Refuge at [www.FFRWR.org](http://www.FFRWR.org) Deadline August 31<sup>st</sup>. Resumes will be accepted on a rolling basis. Position will be hired by September 2024.

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*Friends of the Front Range Wildlife Refuges is an Equal Opportunity Employer, committed to a diverse workforce. Individuals from all backgrounds are encouraged to apply, including persons with disabilities and veterans.*