

Friends of Ottawa National Wildlife Refuge

Nature Store Volunteer

Job Description

Friends of Ottawa National Wildlife Refuge (FONWR), a 501(c)(3) nonprofit corporation located in Oak Harbor, Ohio is seeking a volunteer who shares our passion for operating a Nature Store that promotes conservation knowledge and awareness .

JOB TITLE

Nature Store Volunteer

LEVEL

Assistant

ACCOUNTABILITY

Reports to the Association Manager or the Nature Store Manager depending who is managing the Nature Store on a particular day

TIME COMMITMENT

Flexible based on volunteer availability. A minimum of two to four hour blocks of time are preferred. Store hours are 9:00 a.m. to 4:00 p.m. The store is open seven days a week except for some holidays.

JOB SUMMARY

Assist with the Nature Store operations

DUTIES AND RESPONSIBILITIES

Specific duties include:

- Assisting customers to select store items that meet their specific interests and needs
- Operating the cash register to properly finalize sales
- Inventorying items that are purchased for the Nature Store
- Stocking shelves with new inventory
- Searching for new items to sell that support our Nature Store purpose
- Maintaining items on shelves in an orderly and attractive manner
- Other duties as agreed upon by the Nature Store Manager and the volunteer

SKILLS NEEDED

- Willingness to learn duties and responsibilities from the FONWR staff
- Good customer interaction skills
- Comfort in learning and using computerized cash register and credit card machine

INTER-RELATIONSHIPS

Contact with visitors to the Nature Store and with vendors supplying items to the Nature Store

WORKING CONDITIONS

All of the work is performed in the Nature Store and in the FONWR office at the Ottawa National Wildlife Refuge

COMPENSATION

- Pleasure in helping customers find items that meets their needs and interests in conservation
- Utilizing and improving personal skills to promote conservation in general and the Refuge in particular
- Interaction with staff and other volunteers who are committed to making the Ottawa National Wildlife Refuge a premier stopping point for visitors

NEEDED ATTRIBUTES

One or more of the following attributes will be helpful depending on the specific responsibilities in the Nature Store

- Ability to communicate effectively, both verbally and non-verbally
- Ability to work effectively with others
- Ability to learn the basics of using a cash register and credit card machine
- Ability to use the computer to research new store items
- Ability to demonstrate respect for natural resources

CONTACT

For more information or to express interest in being a Nature Store Volunteer, please contact:

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