

# 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 Executive Director 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 four hour blocks of time are preferred. Store hours are 10:00 a.m. to 4:00 p.m. The store is currently open Thursday-Sunday (closed 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:

Aimee Arent  
FONWR Executive Director  
14000 W. State Route 2  
Oak Harbor, Ohio 43449  
419-707-7756  
[friendsofottawanwr@gmail.com](mailto:friendsofottawanwr@gmail.com)