

Friends of Ottawa National Wildlife Refuge

Store Clerk / Office Assistant

Job Description

The Friends of Ottawa National Wildlife Refuge, a 501(c)3 nonprofit corporation located in Oak Harbor, Ohio, is seeking a dynamic person who can make the Friends Nature Store an integral part of the Friends refuge support program.

JOB TITLE

Store Clerk / Office Assistant

LEVEL

Assistant

ACCOUNTABILITY

Reports to the Executive Director

JOB SUMMARY

The Store Clerk / Office Assistant will assist with the operation of the Nature Store primarily to enhance educational experiences of visitors to the Refuge and, secondarily, to provide revenue that can be used to assist the Friends group in its ecological and educational activities that support the refuge.

The Store Clerk / Office Assistant will assist with operations of the retail business operated by the Friends of Ottawa National Wildlife Refuge ("Friends"). The Store Clerk / Office Assistant, in cooperation with the Friends, Volunteers, and Refuge staff, will adhere to the guidelines set forth for the Nature Store in the Memorandum of Understanding between the Friends and the Refuge and other Friends directives that are approved by the Board. The Store Clerk / Office Assistant will also assist the Executive Director with administrative duties as time allows and as agreed upon between the two parties.

DUTIES AND RESPONSIBILITIES

Specific duties include;

Inventory Control:

- Order, receive, and stock merchandise to maintain inventory appropriate to sales volume
- Promote Refuge events and seasonal changes through purchasing and displays of relevant items

Communications:

- Report directly to the Friends Executive Director for all matters related to the position, interrelations with the Refuge and/or volunteers and updates for the Friends Board

- Provide a friendly and knowledgeable interaction with visitors, callers, and customers
- Work cooperatively with volunteers and Refuge staff in daily store operations and scheduling

Management:

- Assist in the training of volunteers for store operations
- Guide and provide support to volunteers in daily operations
- Produce weekly deposits for release to the Executive Director

SECONDARY DUTIES

Inventory:

- Evaluate the current inventory for stale, shelf-worn, or otherwise unsold items to be discounted or donated
- Assist with conducting annual inventory counts

Accounting:

- Enter data from daily receipts into Quickbooks
- Enter bills into Quickbooks as they come in

Membership:

- Promote FONWR Membership sales in the Nature Store
- Assist Executive Director and volunteers in maintaining Membership Database

Management:

- Manage Petty Cash and change bags accurately and in accordance with store needs and Friends policies
- Assist the Executive Director with other administrative duties as time allows and as agreed upon between the two parties.

DESIRED SKILLS AND EDUCATIONAL REQUIREMENTS

- Retail experience
- Computer proficiency
- Microsoft Office – Word, Excel
- Quickbooks Point-of-Sale and Accounting Systems
- Knowledge of the refuge and local area

INTER-RELATIONSHIPS

Contact with visitors, members, board members, volunteers, FWS employees and volunteers

WORKING CONDITIONS

- Work 24-32 hours per week, primarily during store hours (Mon.-Sun. 9:00a.m.-4:00p.m.) with the schedule to be mutually agreed to by the employee and the Executive Director
- Work on and off-site special events that relate to the store
- Physically active with the ability to lift up to 40 pounds
Able to sit, stand, bend for various periods of time

COMPENSATION

Part time employment. Salary and benefits package negotiable and based on experience

NEEDED ATTRIBUTES

- Ability to communicate effectively, both verbally and non-verbally
- Ability to work effectively with others
- Ability to creatively use technology
- Ability to demonstrate respect for natural resources
- Ability to work in a fast-paced, potentially high-stress environment
- Ability to work as team member and individually
- Ability to perform a variety of tasks, potentially with short notice
- Ability to effectively manage volunteers with respect and confidence
- Ability to accept criticism and change when necessary
- Ability to remain professional during critical times and during a crisis