Nature Center Assistant and Store Coordinator
Scarborough Marsh Audubon Center:

Maine Audubon, the state’s largest wildlife conservation education organization, seeks a seasonal Nature Center Assistant including boat rentals and retail coordinator for the Scarborough Marsh Audubon Center Nature Store. Depending on the expertise and interest of the applicant, some public education and outreach duties can be performed.

Qualifications and Essential Duties:

- Handling boat rental and reservations
- Retail, including cash out and ordering inventory
- Enact COVID-19 safety measures (distancing, mask use etc.)
- Canoeing experience – able to lift and paddle canoes
- Ability to engage the public in environmental outreach
- Able to manage and recruit adult and teenage volunteers
- CPR and First Aid certification
- Ability to work with minimal supervision
- Friendly, high energy and good sense of humor
- Ability to work outdoors in challenging environmental conditions
- Knowledge of basic natural history and ecological concepts a plus
- Ability to engage the public in environmental outreach
- Other duties as assigned

Physical requirements:

- Ability to stand for extended periods of time
- Ability to lift 75 pound canoe with another person, carry that canoe 30 feet and physical movement necessary for putting the canoe up on a rack;
- Ability to canoe against the wind and current
- Ability to operate canoes, computer and other program equipment

Time Frame: The position runs from late-May until mid-September. From late-May until Labor Day, the week consists of three nine-hour days, including at least one weekend day and some evenings. Holiday work is required. Additional work may be available.

Salary: $12 -13/hr, dependent on experience and qualifications.

To apply: Please send a cover letter, resume and two references to smac@maineaudubon.org. We will review applications immediately and will accept applications until the position is filled.

Maine Audubon is an Equal Opportunity Employer. Any job offers are contingent on a successful criminal background check.