Visitor Services and Retail Associate

Maine Audubon is hiring a Visitor Services and Retail Associate to join their dynamic team based in Falmouth, ME. Maine Audubon works to conserve Maine’s wildlife and wildlife habitat by engaging people in education, conservation, and action.

Position Overview: We are seeking a new addition to our Visitor Services and Nature Store staff who would be an integral member of Maine Audubon’s public facing team. The applicant should enjoy working with people and be energetic and outgoing. This person will be charged with providing Maine Audubon visitors with information, promoting and growing membership, and performing retail sales in our Nature Store at Gilsland Farm Audubon Center in Falmouth.

Activities and responsibilities

Visitor Services

- Provide a welcoming environment for all Maine Audubon visitors.
- Greet every guest and offer Q&A for general Maine Audubon information.
- Maintain knowledge of Maine Audubon and its associated activities.
- Promote Maine Audubon membership, programming, and volunteer opportunities.

Retail Operations

- Serve as a knowledgeable, friendly, and retail savvy staff member.
- Advise customers by providing accurate product knowledge.
- With the direction from the Retail Manager, help grow retail sales by suggesting relevant products and promoting membership.
- Operate a point of sale including making sales and processing payments.
- Be responsible for balancing cash drawer daily.
- Restock merchandise daily.
- Provide visual merchandising support as directed.
- Maintain store cleanliness with daily dusting and cleaning of hard surfaces.
- Assist in maintenance of accurate inventory controls.
- Assist in maintenance of the Educational Resource Center’s lending program.
- Provide occasional support with Rentals.

Required Qualifications

- Friendly, positive attitude
• Ability to use a computer based point of sale system
• Ability to handle cash and receipts accurately
• Flexible schedule including evenings and weekends is required
• Ability to multitask in a busy environment with a smile

Working conditions

• Requires extending standing for up to 8 hours
• Ability to lift minimum of 25lbs

Status: Regular, non-exempt
Schedule: Part Time
Days/time: Weekends and evenings required; scheduled as needed to help support retail and visitor services activities
Reports to: Retail Manager
Compensation: $15-$17/hour DOE

To apply:

Please send resume and cover letter to jvorlando@maineaudubon.org, with “Retail Associate” in the subject line. Position is open until filled.

Maine Audubon is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.