



Seasonal Retail Associates

Scarborough Marsh Audubon Center, Scarborough

Maine Audubon is hiring multiple Seasonal Retail Associates to join our team at Scarborough Marsh Audubon Center (SMAC). Since 1843, Maine Audubon has worked to conserve Maine wildlife and wildlife habitat by engaging people in education, conservation, and action. The Scarborough Marsh Audubon Center has hosted a nature center and store, school programs, canoe/kayak rentals, nature tours, community science, interpretation, and other environmental education and community engagement programs within the 3,100 acre Scarborough Marsh estuary owned and managed by Maine Inland Fisheries & Wildlife for more than 50 years.

Position Overview

We are seeking multiple Seasonal Retail Associates to coordinate retail and rental operations at our Scarborough Marsh Audubon Center. These positions report to the Scarborough Marsh Audubon Center Manager, and are responsible for managing the Nature Store, including merchandising, cash out, and inventory, as well as coordinating volunteers.

Essential Duties and Responsibilities

- Provide a welcoming environment for all Maine Audubon visitors and volunteers
- Operate a point of sale (POS) system including making sales and processing payments
- Responsible for balancing cash drawer daily
- Restock merchandise daily
- Serve as a knowledgeable, friendly, and retail-savvy staff member
- Assist customers with boat rentals, including check-in inside, and outside with the boats
- Other duties as assigned

Qualifications

Required qualifications include:

- Able to use a computer-based point of sale (POS) system
- Able to handle cash and receipts accurately
- Able to take direction but also work independently
- Comfortable communicating with a wide variety of individuals and groups, including adult and teen volunteers
- Able and willing to work outdoors in challenging environmental conditions
- CPR and First Aid Certification (training may be provided if not already certified)

Skills in the following areas are helpful:

- Experience paddling canoes/kayaks
- Knowledge of basic natural history and ecological concepts
- Able to make time sensitive decisions regarding waterfront safety
- Attention to details

Physical Requirements/ Working Conditions

- Able to stand for extended periods of time
- Able to lift 75-pound canoe with another person, carry that canoe 30 feet, and put the canoe up on a rack
- Able to operate canoes or learn how to, including how to canoe against wind and current

We encourage you to apply even if you don't meet 100% of the requirements but believe that you would be a good fit for this position.

Timing, Compensation, and Benefits

- Full- or part-time from mid-May to mid-September, including some evening hours, at least one weekend day, and holidays. We encourage all qualified candidates to apply and to include details about availability in their cover letters.
- Salary: \$17.50 per hour

To apply: Please email a resume and cover letter to smac@maineaudubon.org. Put in the subject line **Seasonal Retail Associate-Scarborough Marsh**. Positions are open until filled.

AI Notice: Applicants may use basic editing tools (e.g., spellcheck), but generative AI may not be used to create or draft resumes or cover letters. This helps ensure all candidates are evaluated based on their own qualifications. We provide reasonable accommodations for applicants with disabilities. Please contact us if you need any accommodations to apply or participate in the hiring process.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis age, race, color, national origin, ancestry, religion, sex, sexual orientation, pregnancy, HIV status, physical or mental disability, genetic information, familial status, domestic violence victim status, veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.