



Seasonal Retail Associates

Scarborough, ME

Maine Audubon is hiring Seasonal Retail Associates to join our dynamic team at the Scarborough Marsh Audubon Center. Maine Audubon's mission is to conserve Maine's wildlife and wildlife habitat by engaging people in education, conservation, and action.

Since 1972, Maine Audubon has partnered with the State of Maine to operate the Scarborough Marsh Audubon Center. The 3,100-acre estuary known as Scarborough Marsh is the largest salt marsh in the state, comprising tidal marsh, salt creeks, freshwater marsh, and uplands. The marsh is particularly important for wildlife as a resting, breeding, and feeding ground. Each year thousands of visitors to the center begin their marsh exploration (by foot, canoe, or kayak), learn more about the marsh, and discover Maine Audubon and its mission. The center also offers a variety of naturalist-guided and self-guided tours, as well as exhibits, programs, a nature trail, canoe/kayak rentals, and a Maine Audubon Nature Store.

Position Overview

We are seeking Seasonal Retail Associates based primarily at our Scarborough Marsh Audubon Center. This position reports to the Scarborough Marsh Director, and is responsible for managing volunteers and running the Nature Store, including merchandising, cash out, and inventory. This position also has the option of leading educational programs, if that is of interest.

Essential Duties and Responsibilities

- Provide a welcoming environment for all Maine Audubon visitors
- 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 and friendly staff member
- Assist customers with boat rentals from registration to boat launching
- Other duties as assigned

Qualifications

- Able to use a computer-based point of sale (POS) system
- Able to handle cash and receipts accurately
- Friendly, high energy, and good sense of humor

- Attentive to details yet also able to multi-task
- Able to take direction but also work independently
- Comfortable communicating with a wide variety of individuals and groups, including adult and teen volunteers
- Demonstrated commitment to equity, inclusion, and diversity
- Experience working outdoors in challenging environmental conditions
- Canoeing ability and knowledge of basic natural history and ecological concepts is a plus
- CPR and First Aid certification
- Multi-lingual applicants a plus
- Must be able to pass a background check

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

Timing, Compensation, and Benefits

- 20 - 36 hours per week from mid-May to mid-September, including some evening hours, at least one weekend day, and holidays
- Salary range: \$16-18/hour
- Staff are able to use the canoes and attend field trips

To apply: Please send resume, cover letter, and two references to careers@maineaudubon.org, with “Seasonal Retail Associate” in the subject line. We will review applications immediately and will accept applications until the position is filled. 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.

Maine Audubon is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex (including pregnancy), sexual orientation, gender identity, national origin, age, disability, veteran status, or any other aspect of identity protected by applicable federal, state, or local law.