

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Part-Time Assistant Retail Manager**

March 25, 2021

Conservancy for Cuyahoga Valley National Park is a non-profit organization created to engage public support for Cuyahoga Valley National Park and provide services to enhance public use and enjoyment of the park. The Conservancy's mission is to enrich lives and our communities by inspiring use, appreciation and support of Cuyahoga Valley National Park and ensure its preservation.

Be part of something special!

Conservancy for Cuyahoga Valley National Park is looking for an experienced professional to join our retail team. The Assistant Retail Manager will be responsible for aiding in the growth of a dynamic business unit for the Conservancy that will show profitability and is aligned with the mission of the organization. The Assistant Retail Manager will assist in running the day-to-day operations of the Conservancy's park stores. Responsibilities include transferring and stocking products, merchandising, and assisting in the training and management of sales staff. The Assistant Retail Manager is responsible for assisting on the sales floor and tracking the daily and monthly reporting. If interested in being part of a professional, passionate, and highly motivated team you are encouraged to apply.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Stock all existing products as necessary to ensure the availability of items.
- Communicate product and supply needs to the Retail Manager and assist in transferring products from store to store.
- Meet sales goals in accordance with the annual budget plan.
- Responsible for product merchandising and creating attractive in-store displays.
- Responsible for daily count-out, accounting backup, weekly and monthly reporting compliant with the Conservancy's policies.
- Provide excellent customer service and park visitor information.
- Assist Retail Managers in managing and supervising part-time Sales Associates. Carry out supervisory responsibilities in accordance with Conservancy policies and applicable laws. Responsibilities include training employees, planning, assigning, and directing work: assist in appraising performance.
- Maintain and nurture a positive relationship with National Park Service staff and volunteers.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Minimum Qualifications:

- One to two years related experience and /or training, or equivalent combination of education and experience required. Bachelor's degree from a four-year college or university preferred.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports, and correspondence.
Ability to speak effectively before groups of customers or employees of the organization.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products. Knowledge of basic office equipment should include: Internet, email, copy machine, and telephone.
- Ability to work in a team environment as well as operate independently.
- Employee must have reliable transportation, a valid driver's license, and proof of auto insurance.
- Ability to speak, read, and write clearly and coherently in the English language.

- The employee must be able to work the assigned hours for the position, including other hours assigned for special events as needed. Work on weekends and holidays will be required. Regular, predictable attendance.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity and inclusion.
- All employees of the Conservancy are required to pass a background check prior to the start of employment.

Status/Pay/Benefits: Part-Time, non-exempt, pay-range \$14-\$16/hour. No benefits associated with this position.

To Apply: Send a cover letter and resume to apply@forcvnp.org, with the subject line reading **Part-Time Assistant Retail Manager**. This is an immediate opening and posting closes when the position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.