



Friends of Santa Cruz State Parks (Friends)

Title: Retail Sales Assistant

Reports to: Sales Director

Time Base: Commitment of 32 hours per week is required. Due to the nature of the essential functions of this position, it is understood that schedule flexibility is key, with frequent evening and weekend hours required.

About the position: The Retail Sales Assistant works with the Sales Director in carrying out daily and weekly duties necessary to maintain Friends' five retail stores (Wilder Ranch State Park, Natural Bridges State Beach, Santa Cruz Mission State Historic Park, New Brighton State Beach and Seacliff State Beach), popup stores, online sales and wholesale customers. Also provides program and administrative support to interpretive staff and volunteers in the parks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

Retail Sales/Sales Support:

- Receive merchandise, verify packing lists and purchase orders for accuracy, receive merchandise into Point of Sale (POS) system, attach price labels, and sort merchandise by location;
- Check on in-store stock and sales reports, deliver and display merchandise in stores;
- Work as a sales clerk in the Park Stores and help with outdoor selling venues at special events. Provide excellent customer service, sell memberships, and solicit round-up donations, run and manage popup Park Store registers and cash boxes; Staff monthly ParkStores at Castro Adobe Open House events;
- Maintain orderly Park Stores by creating new displays, re-shelving merchandise and re-folding apparel, and cleaning counters, floors and display fixtures;
- Package and assemble merchandise for sale;
- Check for online orders, package and ship;
- Keep storeroom orderly, clean and free of clutter;
- Notify Sales Director of any items that are low in inventory and need to be re-ordered;
- Assist with annual inventory count by organizing, counting, recording and entering data into the POS system;
- Help with maintaining POS system, troubleshooting and fixing problems as they arise;

Park Program Support:

- Set up, staff, and tear down events;
- Provide support and training for volunteers and interpreters at the ParkStore locations, be available by phone for assistance when the Sales Director is away;

- Staff visitor centers at least 1 day per week under the direction of the Sales Director.

Administrative Duties:

- Count and sort donation box, iron ranger, and interpretive tour deposits;
- Deliver change to various locations as needed;

Other Responsibilities:

- Establish and maintain effective channels of communication with partners, co-workers, contractors, clients, affiliates, vendors and the public;
- Use equipment and materials in a safe and acceptable manner, follow established safety procedures, use appropriate safeguards and observe common sense rules of safety in all on-the-job activities;
- Conduct self in a manner reflecting credit on the organization and encourage others to do the same.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- Commitment to the mission of sustaining the legacy of our state parks and beaches;
- High school diploma or equivalent experience plus 1-2 year's retail sales and merchandising experience or equivalent;
- Must have good math, analytical, and retail customer service skills. Experience with computers required;
- Good written and verbal proficiency necessary;
- Must be effective with people and customer oriented;
- Must have a valid driver's license with a good driving record and a reliable vehicle in good working condition; Mileage reimbursement provided upon submission.

WORKING CONDITIONS: The working conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Variations in conditions may occur under certain circumstances.

ENVIRONMENT:

- Some of the time performing job duties is spent indoors, within a standard office environment.
- Some of the time is spent on-site at parks.
- Noise level in the work environment is usually moderate.
- The temperature of the work environment is usually moderate.

PHYSICAL DEMANDS:

Job may require some or all of the following abilities:

- Bend, twist, push, pull, climb, squat, crawl, reach, and kneel;
- Sit, climb or balance; stand and walk; grasp with hands and fingers; and lift up to 35 lbs.;
- Use hands to finger, type, handle or feel objects, tools, or controls.

MACHINES, TOOL AND EQUIPMENT:

- Automobile, copier, fax, computer, cash register and 10-key calculator, writing instruments and telephone.

TRAVEL:

- This job requires regular routine local travel.

Equal Opportunity Employer

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Friends of Santa Cruz State Parks (Friends) will be based on merit, qualifications, and abilities. Friends does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex (including breastfeeding and conditions related to breastfeeding), gender (including gender identity and gender expression), national origin, ancestry, age, mental or physical disability, medical condition, genetic characteristics and information, marital status, registered domestic partner status, military and veteran status, sexual orientation or any other characteristic protected by law. In addition, in accordance with California law, Friends does not discriminate on the basis of the following categories: possessing a California driver's license issued to an undocumented person; a lawful change of name, Social Security Number or federal employment authorization document; or receipt of public assistance in the form of Medi-Cal coverage.

Compensation

Non-exempt, 32 hours a week. Starting wage \$14.00/hour; health insurance; 403(B) retirement savings plan with employer match; Flexible Spending Account for healthcare expenses; group dental & vision insurance available; vacation & sick pay; 17 paid holidays.

Deadline to apply

Open until filled.

How to apply

Send cover letter and resume to: jobs@thatmypark.org or
Friends of Santa Cruz State Parks
Attention: Paul Martinez, Field Operations Director
1543 Pacific Avenue, Suite 206
Santa Cruz, CA 95060

Please apply online at:

<http://www.thatmypark.org/jobs/employment-application/>

We will respond to all applications under active consideration.