



**Assistant Store Manager Volunteer Position
Eagle's Nest Nature Store
Friends of Sherburne National Wildlife Refuge**

Responsibilities

Volunteer will lead in accounting tasks for the Friends nature store at two locations and online store, including scheduling store volunteers and providing monthly reports to the board. Volunteer will be able to account for cash flow including appropriate documentation. The assistant manager will assist with physical inventory counts and other store tasks, ex. packaging and shipping orders, preparing curbside deliveries and working in the store when it reopens after COVID-19. The position will be a backup for the store manager.

Requirements

Accounting experience and ability to work with digital systems and spreadsheets. Must be a self-starter, organized, detail-oriented and have ability to work as part of a team. This position will also work closely with store volunteers, Friends board members and US Fish & Wildlife Service staff. The Assistant Manager position reports to the Friends board and to the Store Manager.

Time Commitment

Varies depending on time of year and planned events. 5-8 hours per month depending on whether the store is open. When in-person events resume there will be some weekend and evening hours. Some work has to be completed onsite, while most work can be done remotely including training. Currently, all work can be completed remotely.

Benefits to Volunteers

Volunteer is part of a greater team that supports wildlife conservation and enhanced visitor experiences at Sherburne National Wildlife Refuge. There will be opportunities to learn and grow by interacting with US Fish & Wildlife Service staff, Friends board members, past store managers and store managers at other refuges.

Preferred Qualifications

1. Retail experience preferred.
2. Experience with a digital point-of-sale and sales reporting system is appreciated but can be learned on the job.
3. Refuge experience and experience volunteering at the Eagle's Nest Nature Store is a plus.

Required Qualifications

1. Related business experience and willingness to learn.
2. Experience maintaining basic financial records and creating business reports.
3. Interest in working with digital systems and basic skills in Excel.
4. Willing to learn about the Friends and U.S. Fish & Wildlife Service partnership.



- Willing to adhere to related policies and procedures.
5. Candidate should have excellent interpersonal and email communications skills, including communication skills for delivering customer service and satisfaction.
 6. Must have access to Internet, email and keep up with email communications.
 7. Will be expected to join Friends of Sherburne NWR.
 8. Willing to complete Department of Interior (DOI) background check.

More Information

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The USFWS is a leader and trusted partner in fish and wildlife conservation, known for our scientific excellence, stewardship of lands and natural resources, dedicated professionals, and commitment to public service. Learn more about Sherburne National Wildlife Refuge at fws.gov/refuge/Sherburne.

The Friends of Sherburne, incorporated in 1993, is a non-profit all volunteer organization of more than 400 members, including individuals, families, community organizations, and corporations. Our purpose is to promote the refuge and support its education, interpretation, and conservation programs. Sherburne NWR was established in 1965 to create and help conserve valuable migratory waterfowl habitat in central Minnesota. Many volunteer opportunities exist, both through Friends and the refuge volunteer program. For more information: ExploreSherburne.org and facebook.com/sherburnerefugefans

For further information, contact FriendsofSherburne@gmail.com