



THE FRIENDS OF PINERY PARK

PO Box 40 RR2 Grand Bend, Ontario N0M 1T0

Phone: 519-243-1521 Fax: 519-243-3851

E-mail: fopp@oxford.net

JOB DESCRIPTION

Company: The Friends of Pinery Park
Position Title: Store Manager
Duration: Permanent part time
Hours: Average of 24 hours per week
Location: Pinery Provincial Park
Visitor Center
9526 Lakeshore Rd
PO Box 40
Grand Bend, ON N0M 1T0
Salary Range: \$12 - \$14 per hour

If you have an interest in parks, natural environments, nature and supporting a worthy cause, then the Store Manager's position with The Friends of Pinery Park is a position you should consider applying for.

The Store Manager reports directly to the Executive Director and is responsible for management of the Savanna Shores Nature Store located in the Visitor Centre. Work hours will be concentrated in the peak season from June through September with a lighter schedule throughout the remainder of the year.

Store Management Responsibilities:

- Prepare and track merchandise orders and invoices
- Attend trade shows
- Work with sales representatives
- Work as a salesperson in the store
- Supervision and training of part time sales staff

- Prepare work schedules
- Prepare cash sheets and sales reports
- Inventory management
- Assist the Executive Director as needed, particularly with events and fundraisers

Qualifications and Skills:

- Experience working in a retail outlet
- Ability to operate cash registers and POS systems
- Knowledge of retailing and marketing methods and procedures
- Mathematical and cash handling skills
- Knowledge of accounts payable and accounts receivable
- Ability to work with minimal supervision and make responsible decisions
- Ability to organize workload, set priorities, and complete tasks in a timely and efficient manner
- Ability to use office equipment, computers and common software applications
- Supervisory and management skills
- Strong interpersonal skills
- Strong communication skills (both written and oral)
- Knowledge of charitable organizations and requirements
- Knowledge of health and safety practices and workplace hazards

- Knowledge of Pinery Provincial Park and experience working in parks is an asset
- Experience working with volunteers is an asset

- Must be willing to work weekends, holidays and over time
- A valid Ontario driver's license is required