

ANZA-BORREGO FOUNDATION
Interpretive Sales Manager
Job Description



The Interpretive Sales Manager is responsible for all aspects of purchasing, accounting, merchandising, stocking and maintaining the inventory of the sales areas at the Visitor Center, State Park store, remote and online sales. The manager will coordinate with the ABF executive director, and the retail committee (which includes the Park Superintendent) for direction of Interpretive products and events. The manager will also coordinate with park interpreter and park staff before submitting products to the ABDSP Superintendent for approval, appropriate so as to be compliant with California State Department of Parks & Recreation regulations. This is a full time **nonexempt** position reporting to the Executive Director. The position will require working on at least one weekend day during the season, and occasional evenings. ABF offers a benefit package that includes paid time off, medical and dental insurance (includes employer contribution).

SPECIFIC DUTIES

Inventory Management

- Purchase and stock all products for ABF stores. This includes opening of new purchasing accounts, and maintaining payments with all accounts.
- Order all merchandise as necessary to assure availability of appropriate items in all sales facilities.
- Interface with the interpretive staff, Retail Committee, park superintendent and volunteers to review and obtain approval of merchandise for sale.

Recordkeeping/Cash Accountability

- Maintain accurate inventory records by receiving merchandise and annual counts.
- Prepare purchase orders and initiate payment through accountant.
- Prepare inventory records as necessary for annual audits.
- Train staff as necessary in the proper operation of the sales areas.
- Responsible for customer sales, daily count-out and accounting back up and daily deposits.
- Responsible for monthly bank reconciliation and sales tax payments to the Board of Equalization (B.O.E.).
- Ensure all Visitor Center deposits are secure and compliant with the ABF financial policies.
- Maintain the computers at SPS and VC, keeping them updated with proper software and hardware.

Supervision

- Work with volunteers at the Visitor Center and State Park store to assure proper knowledge of POS system and sales items.
- Determine use of remote sales trailer to assure maximizing potential sales and coordinate positioning, staffing, and stocking of trailer. Also maintain the trailer for transport and keep license up to date.
- Schedule volunteers and part-time employees to assure State Park Store is properly staffed during business hours.
- Train staff as necessary in the proper operation of the sales areas.
- Keep accurate records of staff reviews and any disciplinary action taken.

Increasing Sales

- Plan and execute sales events (which includes getting permits for said event).
- Explore new products for possible inclusion in our inventory, which may require some level of creative design.
- Maintain web-store efficiently and seek ways to increase sales and profitability.
- Work with Education Manager to develop products to go along with programs and special events. Work with Development staff to create fund raising products.
- Process all on-line sales, maintain current inventory and insure payments.



General Administration and Additional Responsibilities

- Staff the Retail Committee.
- Prepare monthly sales report for the board.
- Keep current with all OSHA rules and regulations.
- Assure all sales outlets and warehouse are safe, clean, neat and attractive.
- Provide excellent customer service and park visitor information, as needed.
- Secure access to a vehicle to haul merchandise and pull the sales trailer.
- Maintain and nurture a positive relationship with park staff and volunteers.
- Manage the hard drive backup monthly.
- Other duties as assigned.

Qualifications

High School Diploma, Associates or Bachelor's degree preferred, or 5 years of experience in a similar role. Experience with the Microsoft Office Suite (Word, Excel, Outlook, etc.) and QuickBooks is required. Experience using QuickBooks Point of Sale is a plus. Excellent social and customer service skills are required. Attention to detail is required, specifically as it relates to record keeping and money management. Must be able to drive and have a valid driver's license. A commitment to conserving our parks and open spaces, and responsible recreation.

Physical/mental demands:

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, stoop, communicate, reach and manipulate objects, and stand for up to two hours at a time. The position requires mobility. Duties involve moving materials weighing up to 50 pounds on a regular basis such as gift store items, books, files, office equipment, etc. Manual dexterity and coordination are required while operating equipment such as computer keyboard, calculator, and standard office equipment. Specific vision abilities required by the job include close vision and the ability to adjust focus.

Compensation: \$15 - \$18 per hour, depending on experience. Benefits include healthcare and paid vacation.

Apply:

Send resume and a cover letter to info@theabf.org. In the cover letter, please describe your experience in Anza-Borrego Desert State Park and your interest in the work of Anza-Borrego Foundation.

Anza-Borrego Foundation, PO Box 2001, Borrego Springs, CA 92004

This position is open as early as February 1st and applications are accepted now until the position is filled.

About Anza-Borrego Foundation:

For 50 years, we have worked alongside Anza-Borrego Desert State Park to ensure a sustainable desert. We protect the futures of more than 1,500 species of plants and animals, as well as the wilderness experience for the nearly 2 million visitors who enjoy the park each year. There always have been and will be threats to this region. We exist to ensure that individuals, corporations and governments value our desert for all of its unique characteristics.

That's why we don't just advocate and protect land, we approach conservation as a strategic process that leads to a greater understanding and appreciation for California's dwindling wilderness. Our programs for [land acquisition](#), [stewardship](#), [education](#), [interpretation](#) and [research](#) are interdependent and the root of our success. We see Anza-Borrego Desert State Park and this region not just as a vast wild landscape for recreation and inspiration, but as a living laboratory and classroom as well. Without ABF, this desert would fail to thrive.

The mission of Anza-Borrego Foundation is to protect and preserve the natural landscapes, wildlife habitat and cultural heritage of Anza-Borrego Desert State Park for the benefit and enjoyment of present and future generations.