



**Organization:** Anza-Borrego Foundation  
**Job Title:** Retail Manager  
**Location:** Borrego Springs, CA  
**Reports To:** Program Director  
**FLSA Status:** Exempt

### **About the Organization**

Anza-Borrego Foundation is the only nonprofit organization dedicated to supporting Anza-Borrego Desert State Park, California's largest state park located in San Diego, Imperial and Riverside Counties. Our programs for land conservation, adult and youth education, and research are designed to lead people to a greater understanding of and appreciation for California's dwindling wilderness. Through the sale of interpretive products, ABF supports education and interpretation of this unique desert ecosystem.

### **Position Summary**

The Retail Manager is responsible for purchasing store products, accounting, merchandising, stocking and maintaining the inventory of the sales areas at the Visitor Center, State Park store, remote and online sales. The Retail Manager will coordinate with the Program Director and the Executive Director for direction on interpretive products and sales events.

**Essential Duties and Responsibilities:** include the following. Other duties may be assigned.

- Purchase and stock all existing products as necessary to assure availability of items in ABF stores according to annual plan and reorder procedure.
- Assist Program Director in development and implementation of online store
- Work with Program Director on product merchandising and store displays
- Responsible for daily count-out, accounting back up and daily deposits compliant with ABF money-handling policies.
- Troubleshoot store register issues with POS support team and/or IT service according to troubleshooting procedure.
- Create and maintain appropriate vendor files to ensure they are organized and up-to-date.
- Work with staff and volunteers at the Visitor Center and State Park store to ensure proper knowledge of POS system and products.
- Utilize remote sales trailer according to off-site event sales plan by staffing, moving and stocking of trailer. Arrange a vehicle to haul merchandise and pull the trailer
- Schedule volunteers and part-time employees to assure State Park Store is properly staffed during business hours
- Assure all sales outlets and warehouse are safe, clean, organized and attractive
- Provide excellent customer service and park visitor information, as needed
- Maintain and nurture a positive relationship with park staff and volunteers

- Apply National Association of Interpretation principles to development of best practices in staff training
- Regular, predictable attendance is required.
- Ability to get along and work effectively with others.

### **Supervisory Responsibilities**

Directly supervises employees in the Interpretive Sales department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The 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:** Bachelor's degree (B.A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Language Skills:** 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.

**Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:** 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.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of Internet software and the Microsoft Office Suite of products as well as QuickBooks. Knowledge of basic office equipment should include: Internet and email, copy machine and telephone.

**Certificates, Licenses, Registrations:** A current CA driver's license and proof of auto insurance are required. Willingness to obtain a Certified Interpretive Host certification upon hire.

**Other Skills and Abilities:**

- Experience using QuickBooks Point of Sale is preferred.
- Attention to detail as it relates to money management and record keeping are required.

**Other Qualifications:**

- A commitment to conserving our parks and open spaces and responsible recreation is a must.
- Work on weekends and holidays will be required.
- Required to complete Visitor Services Program provided by Dept. of Parks & Rec.

**Physical and Emotional Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The inability to cope with a stressful work environment does not constitute a protected disability.

While performing the duties of this job, the employee is required to:

V – Very Often / F – Frequently / O – Occasionally / R - Rarely							
Sit	O	Use keyboard	F	Stoop, kneel, crouch or crawl	F	Hear	V
Stand	V	Use hands to feel	V	Climb or balance	O	Talk	V
Walk	V	Reach with hands/arms	V				

Must frequently lift or move up to 50 pounds. Specific vision abilities required by this job include: close vision, color vision, depth perception and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to noisy.

**Starting Salary**

Commensurate with experience. Benefits include health insurance, 401(k), short-term housing stipend, annual health and wellness stipend, and paid vacation leave, sick leave, and federal holidays.

**To Apply**

Send a cover letter (including salary requirements) and resume to [briana@theabf.org](mailto:briana@theabf.org). This position is open until filled.