



# Vermont Institute of Natural Science

## Nature Store Associate

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**TITLE:** Nature Store Associate

**REPORTS TO:** Lead, Visitor Services

**UPDATED:** April 2019

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### Objectives and Responsibilities

As the VINS Nature Store Associate, you will work with Store Staff, Guest Services staff members, to sell admissions to the VINS Nature Center, provide information on programs, offer product knowledge on store items, and promote VINS' Adopt-a-Raptor and Membership program. Your responsibilities will include but are not limited to demonstrating outstanding customer service, and working as part of the team to meet the organization's financial objectives.

### Key Accountabilities

- Excellent Customer Service
- Teamwork oriented
- Meeting or exceeding sales goals
- Become an ambassador of VINS' mission statement
- Ensure the professional and friendly reception of VINS' visitors
- Assist guests in selecting items for purchase, know the features and benefits of your product
- Encourage Membership and Adopt-a-Raptor sales in support of the organization's programs
- Assist in stocking, cleaning, and maintaining the overall appearance and function of the store
- Be conscious of workplace safety and security at all times
- Floor coverage flexibility and dependability with schedules

# VINS — Nature Store Associate

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## Skill Summary

- Enjoy meeting and interacting with customers with a positive attitude
- Organized
- Maintain and order inventory
- A team player who possesses the ability to work in a learning environment
- Able to work point of sale system (CompuTec), MS Excel, MS Word
- Good telephone etiquette
- Likes nature and the outdoors

## Compensation and Work Schedule

Commensurate with experience. This position is available for full-time employment, 32 hours per week. Seasonal position, May 15 through October 31, 2019. Availability for weekend coverage and some evenings is required.

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## To Apply

Please submit résumé, cover letter and references to:

Amy Givent  
Lead, Visitor Services  
agivent@vinsweb.org

Applications are also available at the VINS Nature Store, Quechee, VT.

## About VINS

The Vermont Institute of Natural Science (VINS) uses a dynamic approach to addressing current ecological challenges. We offer locally-relevant and compelling environmental education programs and services designed for a wide audience. Our programs combine environmental science concepts and empower individuals to care for local natural ecosystems.

VINS' mission is to motivate individuals and communities to care for the environment through education, research and avian wildlife rehabilitation.

VINS is a 501(c)3 nonprofit organization wholly supported by membership dues, admission and program fees, donations, and grants. Visit us at [vinsweb.org](http://vinsweb.org).