



**Position Title: PRNSA Bookstore and Retail Manager**

**Status: Full-time**

**Reports to: Executive Director**

### **About Point Reyes National Seashore Association (PRNSA)**

Point Reyes National Seashore Association (PRNSA) is a cooperating association of the National Park Service. We work in partnership with Point Reyes National Seashore and the public to preserve, restore and maintain wildlife habitat, trails, and historic sites in our beautiful coastal park. Our year-round environmental education programs help children and adults deepen their understanding of nature and inspire the next generation of park stewards.

### **Position Description**

Point Reyes National Seashore Association seeks a full time bookstore and retail manager to lead and supervise operations at 3 separate retail outlets at Point Reyes National Seashore Visitor Centers. The manager position reports to the Executive Director and supervises a small team to support the blending of traditional retail experience and visitor education at Point Reyes National Seashore.

### **Responsibilities**

- Operates day to day bookstore operations and activities for three visitor center locations (Bear Valley, Drakes Beach and the Lighthouse). Duties include driving sales, planning, stocking and displaying merchandise, leading and mentoring a team of paid employees and volunteers, performing all computing functions and financial reporting, managing inventory, building and maintaining relationships with internal and external communities and practicing high level customer service
- Acquires, designs and researches new products in accordance with National Park Service policies
- Works with PRNSA membership to drive recruitment of new members
- Conducts periodic physical inventory to ensuring accuracy of point of sales inventory reports

- Manages store marketing program and budget to promote merchandise to the local and larger communities
- Works with NPS Interpretation Division and PRNSA management to determine approved materials, coverage, and needs of bookstore
- Addresses visitor concerns and resolve complaints
- Keeps current with industry standards, new developments, and market trends
- Works in collaboration with development staff to host public events
- Participates as a member of the PRNSA leadership team and assists with operations of the organization
- Other duties as assigned

### **Required Qualifications**

- Bachelor's Degree desirable
- Hands on experience successfully managing a retail operation and team is required
- Experience working with budgets
- Strong collaboration, customer service and communication skills
- Must have own vehicle, current license and auto insurance (mileage reimbursed)
- Experience supervising and training staff; volunteer management and retention experience desired
- Strong computer skills and experience with retail-related machines, QuickBooks, Point of Sale experience desired
- Able to help create an online store for bookstore inventory
- High level of analytical, research, problem solving and organization skills
- Ability to establish and maintain effective, and cooperative relationships with NPS, vendors and park visitors.

### **Compensation and Schedule**

- Salary depending on experience, plus full benefits package, including medical and dental, paid time off
- Full time, must be able to work weekends and holidays, depending on store needs and special events
- Open until filled

Please email your resume and cover letter to [samariaj@ptreyes.org](mailto:samariaj@ptreyes.org).

Please use the subject line: **PRNSA Bookstore and Retail Manager**

**To learn more about Point Reyes National Seashore Association, please visit our website at [www.ptreyes.org](http://www.ptreyes.org).**