River Store Manager Volunteer Job Description

General Description:
Oversees and coordinates product selection, merchandising, inventory control, and other related activities for the River Store gift shop located at the Coke Hallowell Center for River Studies.

Time Commitment:
This volunteer position requires 10-15 hours per month. The schedule is flexible and can be arranged to suit your schedule.

Duties and Responsibilities:
- Select merchandise that relates to the River Parkway Trust’s mission and program services
- Organize plan for display and presentation of merchandise; change displays regularly with consideration for audience and season; supervise and work with volunteers to stock and display merchandise
- Coordinate with Trust’s Finance Director to order products within a set budget
- Receive, price, barcode all store merchandise
- Supervises and conducts annual inventory of merchandise and stock
- Conduct training for River Store volunteers throughout the year
- Participate in Trust River Center River Outings committee meetings quarterly
- Other duties as assigned

Qualifications:
- General knowledge of Windows based computer system and experience working a computerized inventory control system
- Excellent customer service skills, exhibiting a friendly, engaging personality
- Ability to work well with staff, volunteers, and the public
- Strong administrative and organizational skills
- Ability to answer general questions about the River Parkway Trust’s program services
- Exhibits creativity in solving problems and generating new ideas

Personal Gains from Participation
- Enhance retail skills
- Strengthen leadership skills
- Contribute to advancing the effort of creating and protecting the San Joaquin River Parkway

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