



**Nature Store Manager Volunteer Position  
Eagle's Nest Nature Store  
Friends of Sherburne National Wildlife Refuge**

**Responsibilities**

The role of the Eagle's Nest Nature Store Manager is to oversee all the functions of the physical and online store. This includes, but not limited to ordering products, organizing displays and promotions, leading volunteers, providing financial and inventory reports, and communicating with Board, refuge staff and through social media.

**Requirements**

Business experience and ability to work with digital systems and spreadsheets. Must be a self-starter, organized, detail-oriented and have ability to lead a team. This position will work closely with store volunteers, Friends board members and US Fish & Wildlife Service staff. The Manager position reports to the Friends board president.

**Time Commitment**

Varies depending on time of year and planned events, 10-15 hours per week depending on the season. Some work must be completed on site; however much work can be done remotely.

**Benefits to Volunteer**

Volunteer is part of a greater team that supports enhanced visitor experiences and wildlife conservation at Sherburne National Wildlife Refuge. There will be opportunities to learn and grow by interacting with US Fish & Wildlife Service staff and store managers at other refuges. A stipend of up to \$4,000 per year can be made available.

**Preferred Qualifications**

1. Retail experience preferred.
2. Experience with a digital point-of-sale and online store system (ex. Shopify) is appreciated but can be learned on the job.
3. Love of nature and the refuge is a plus.

**Required Qualifications**

1. Related business experience and willingness to learn.
2. Interest in working with digital systems.
3. Willing to learn about the Friends and U.S. Fish & Wildlife Service partnership. Willing to adhere to related policies and procedures.
4. Candidate should have excellent interpersonal and email communications skills, including customer service and satisfaction skills.
5. Will be expected to join Friends of Sherburne NWR.
6. Willing to complete Department of Interior (DOI) background check.

**More Information**

The mission of the U.S. Fish and Wildlife Service is working with others to conserve, protect, and enhance fish, wildlife, plants, and their habitats for the continuing benefit of the American people. The USFWS is a leader and trusted partner in fish and wildlife conservation, known for



scientific excellence, stewardship of lands and natural resources, dedicated professionals, and commitment to public service. Learn more about Sherburne National Wildlife Refuge at [fws.gov/refuge/Sherburne](https://fws.gov/refuge/Sherburne).

The Friends of Sherburne, incorporated in 1993, is a nonprofit all-volunteer organization with more than 500 members, including individuals, families, community organizations, and corporations. Our purpose is to promote the refuge and support its education, interpretation, and conservation programs. Sherburne NWR was established in 1965 to create and help conserve valuable migratory waterfowl habitat in central Minnesota. Many volunteer opportunities exist, both through Friends and the refuge volunteer program. For more information: [ExploreSherburne.org](https://ExploreSherburne.org) and [facebook.com/sherburnerefugefans](https://facebook.com/sherburnerefugefans)

The Eagle's Nest Nature Store operates at the Oak Savanna Learning Center at the Sherburne National Wildlife Refuge. The Oak Savanna Learning Center location is only open during public refuge events and during store hours. Additionally the nature store is available online: [SherburneEaglesNestStore.com](https://SherburneEaglesNestStore.com)

For further information, contact [FriendsofSherburne@gmail.com](mailto:FriendsofSherburne@gmail.com)