



# ***San Juan Mountains Association***

**EXPLORE ♦ LEARN ♦ PROTECT**

## **Durango Nature Center Visitor Information Specialist Job Announcement**

### **BACKGROUND**

Founded in 1988, the San Juan Mountains Association (SJMA) is a public lands conservation non-profit in partnership with the San Juan National Forest, Rio Grande National Forest, Grand Mesa Uncompahgre and Gunnison National Forest, the Bureau of Land Management (BLM) and other agencies providing outreach, education and stewardship throughout SW Colorado.

In addition to working with federal land management agencies throughout southwest Colorado, SJMA owns a 140-acre nature preserve along the Florida River, one mile north of the confluence with the Animas River. This property serves as a learning laboratory for many of our education programs, and historically, has been staffed by volunteer docents. This summer, thanks to funding from Visit Durango, we are planning to have a paid part-time seasonal staff position at the Durango Nature Center.

### **Job Summary**

The Durango Nature Center Visitor Information Services (VIS) Specialist will provide visitor information services and promote interpretive products on a part-time, seasonal basis. The Specialist will work closely with SJMA staff to provide information in a highly professional and courteous manner.

This individual will provide top-notch visitor information services, promote SJMA merchandise sales and memberships, manage outlet inventory and cash handling. In addition, this individual will support some educational programs in conjunction with SJMA staff that are to be held at the Nature Center.

This position is supervised and supported by SJMA's Director of Visitor Information/Retail Operations. The Visitor Information Specialist works in conjunction with the U.S. Forest Service staff on a daily basis.

### **Location**

Work will be performed primarily at [SJMA's Nature Center](#), located 15 miles south of Durango at the base of Bondad Hill, off 550, on County Road 310.

**Hours**

This is a seasonal, part-time job guaranteed at 15 hours/week at the Nature Center with work days on Friday - Sunday 9am to 2pm, from mid-May through mid-September. There may be an opportunity to work additional hours at the San Juan National Forest Supervisor's Office at 15 Burnett Ct. in Durango

**General Duties**

- Perform the array of Visitor Information Service duties, in a courteous and professional manner and helping to administer daily operations.
- Direct and inform visitors of locations that are in Durango and surrounding areas for more information and facilities.
- Interact with visitors to provide information concerning points of interest, travel routes, historical and natural features, and site use opportunities and limitations.
- Encourage visitors to "Leave No Trace" and "Recreate Responsibly" and to comply with applicable laws, rules and regulations on public lands in the region..
- Become familiar with Lightspeed POS system and perform merchant functions of SJMA merchandise.

**RETAIL OUTLET RESPONSIBILITIES**

- Oversee SJMA retail sales and revenues at the Nature Center.
- Coordinate with the SJMA Lead VIS Retail Director to order & maintain products.
- Report and reconcile cash collected from retail sales.
- Ensure that all display areas are stocked, organized and clean.
- Use SJMA's POS system to sell products.

**SKILLS AND QUALIFICATIONS**

The successful candidate will possess some combination of the following skills/qualifications:

- Excellent interpersonal skills
- Terrific customer service abilities
- Friendly and personable
- Able to work independently
- Experience with sales and inventory management
- Passion for the natural world and public lands
- Experience with public speaking
- Experience delivering educational programming
- Highly organized with an attention to detail
- Computer literacy
- Enjoy a mix of solitude and customer relations
- Strong written and verbal communication skills
- Knowledgeable of basic cash management procedures
- Reliable
- Knowledge of the San Juan National Forest and surrounding areas
- Knowledge or willingness to learn local recreation sites
- Knowledge or willingness to learn Forest Service regulations and systems

**Education Requirements**

High school diploma or equivalent

**Compensation**

- \$19.00- 21.00 per hour DOE.
- SJMA offers a Simple IRA plan with a 3% match, and 1 hour of sick time per 30 hours worked, per Colorado law.

**To Apply**

Those interested in the position are asked to submit a resume and cover letter demonstrating their qualifications and interest in the position. The cover letter should succinctly describe the applicant's goals, suitability for the position, and other pertinent facts that may not appear in the resume. Deadline for applications is **April 1st**. Candidates are encouraged to apply early.

No phone calls please. SJMA is an equal opportunity employer. Please send resume and cover letter to [jobs@sjma.org](mailto:jobs@sjma.org) with the heading **VIS Durango Nature Center**. All offers of employment will be subject to satisfactory completion of a background check.