



Position Title: Park Store Manager

Agency: Friends of Virgin Islands National Park

Location: St. John, US Virgin Islands

Position Type: Full time

Compensation: \$50,000 - \$60,000 depending on experience. Benefits package includes health care and paid vacation.

Projected Start Date: August 2025

Do you love Virgin Islands National Park? Would you like to be a part of a team that is passionate about helping care for the Park's resources and connecting people with the Park? Friends of Virgin Islands National Park (Friends) is hiring a Store Manager for the Park Store in the National Park Visitors Center in Cruz Bay and our online store.

As the official philanthropic partner of Virgin Islands National Park, Friends raises funds to support programs that protect and preserve natural and cultural resources found in our park. The Park Store serves as both an income generating arm for the non-profit as well as an outreach opportunity.

The Park Store is in the Visitors Center and is a meeting point to greet Park visitors, provide advice on trails and beaches, help with Friends membership, event registration, and generally to answer questions about the Park and the Friends organization. In this way, the Park Store Staff promote the responsible enjoyment of the park while educating and inspiring adults and children to be good stewards of its incredible resources.

The Visitors Center is currently open Monday to Friday and will open on weekends as well in the future. In addition, all of the Friends team is expected to help out at major events that often fall on weekends.

Principal Responsibilities:

The Store Manager reports to the Executive Director and is responsible for:

- Effective execution of retail operations in the store and online including merchandise selection and ordering, inventory management, visual merchandising and presentation, sales performance, budget planning, and expense management.
- Management, training, and nurturing of a welcoming, friendly sales team that prides itself on customer service and professionalism, and is connected to the rest of the Friends staff; as well as the development and maintenance of a strong, professional partnership with Park counterparts.
- Management of POS, financial systems and other back office systems as well as an interest in making operational system improvements where needed.
- Management and creation of opportunities to connect with community through in-store events, special promotions, and merchandise selection and presentation that delivers on the Park and the Friends missions and includes items made in the community, as well as coordination of registration for events like the Reef Bay Guided Hike.

Preferred Skills:

Successful applicants will have all or most of the following experience, skills and characteristics:

- Retail management, people management, and operations leadership experience. - Excellent customer service skills and a track record as a good team player who works well with a wide range of constituents and colleagues.
- Point of Sale and systems experience and a proven ability to quickly apply and learn new systems, processes and applications.
- Self motivation, problem solving, strong organizational skills, the ability to lead a team, and the desire to continually learn.
- Ability to work a flexible schedule that may include weekends and holidays.
- Ability to lift boxes and handle the physical demands of an active retail environment.
- Good knowledge of the Park and St. John and a passion for our community.

Friends of Virgin Islands National Park is an equal opportunity employer welcoming all qualified candidates to apply for listed positions and opportunities.

Join our great team! Please send a cover letter (describing your interest and qualifications) and resume to Jennifer Stone at info@friendsvinp.org

Equal Opportunity Statement – Friends of Virgin Islands National Park complies with all applicable federal, state and local laws in its commitment to being an equal opportunity employer. The organization does not discriminate against applicants or employees on the basis of race, color, religion, age, sex, national origin, ancestry, marital status, personal appearance, citizen status, disability, sexual orientation, gender identity or expression, pregnancy, child birth or related medical conditions, family responsibilities, matriculation, genetic information, political or union affiliation, veteran status or any other status protected by applicable law.

Disclaimer - The statements contained herein are intended to describe the general nature and level of work to be performed by the employees in these positions. The statements are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in each position. Other responsibilities, duties, and skills may be assigned and management retains the right to add or change the responsibilities, duties, and skills at any time.