



Friends of Dinosaur Ridge Manager for our Discovery Center Gift Shop

Friends of Dinosaur Ridge (FoDR) Mission and History:

FoDR is a designated Natural National Landmark and outdoor museum in Morrison, Colorado. FoDR features one-of-a-kind accessible dinosaur tracks and bone fossils, evidence from past environments, and observable geological processes. We are known as the top-ranked dinosaur track site in the United States, and are the site of the world's first *Stegosaurus* discovery. The mission of FoDR is to educate the public about, and ensure the preservation of, the natural and historic resources of Dinosaur Ridge, Triceratops Trail, and the surrounding areas.

Position Overview:

FoDR is hiring a Manager for our Discovery Center Gift Shop, at 17681 W. Alameda Parkway, on the west side of Dinosaur Ridge at Red Rocks Entrance 1.

This job will be approximately 25 hours per week (no evenings). Some weekend availability is necessary. \$15/hour.

Job duties include:

- Scheduling several staff (including yourself) to fill gift shop desk shifts seven days per week;
- When working shifts, greeting visitors and answering questions, working a cash register using Quickbooks Point of Sale (POS), and light cleaning duties;
- Performing inventory transfers and checks;
- Other administrative tasks;
- Answering questions and responding to staff concerns.

Required:

- Friendly, customer-service-oriented attitude;
- Organized and detail-oriented;
- Work well with others.

Preferred but not required:

- Retail experience (especially with Quickbooks POS);
- Some knowledge of Dinosaur Ridge.

How to Apply:

Please send a resume, cover letter, and references to the contacts below:

Jeff Lamontagne, execdirector@dinoridge.org

No phone calls, please.