Gift Shop Volunteer – Job Announcement

Pinelands Alliance is the leading voice for preserving the natural and historic resources of the New Jersey Pinelands through advocacy, constituency building, low-impact recreation, land conservation, public lands stewardship, and promoting sustainable farming. In addition to traditional advocacy, conservation and constituency-building activities, the Alliance operates Pinelands Adventures and Rancocas Creek Farm. Pinelands Adventures is the premier paddling outfitter in New Jersey's Pine Barrens. Rancocas Creek Farm is a chemical-free farm and CSA on 72 acres of land adjoining our headquarters. Volunteering here means protecting a unique and fragile ecosystem that provides drinking water for millions of people, beautiful places to recreate, and habitats for globally unique communities of wildlife and plants.

Gift Shop Volunteer

This is an unpaid volunteer position that is critical to the Alliance's ability to reach more people with a message of Pinelands protection. The Gift Shop Volunteer will support day-to-day operations of the Pinelands Alliance gift shop, assist guests, process sales, and serve as a knowledgeable resource about the Pine Barrens and the surrounding area. The volunteer will use Square software to process transactions and help maintain store inventory. This position reports directly to Alliance staff and requires regular, ongoing commitment.

The gift shop is located at Pinelands Alliance Headquarters at 17 Pemberton Rd, Southampton, NJ. It is open 5 days a week from 10 a.m. to 4 p.m., on weekends, and for special events.

Responsibilities include, but are not limited to:

- Assisting guests with purchases and operating the Square point-of-sale system.
- Handling cash and credit card transactions and properly bagging purchases.
- Counting, organizing, and tracking inventory to ensure that in-store and online inventory remain accurate. Including working with staff to replenish inventory and place vendor orders.
- Learning about and discussing the local Pine Barrens, including its ecology, history, policies, and other topics of interest to guests.

- Serving as a welcoming point of contact for visitors to the shop, farm shareholders, tourists, and community members seeking information or assistance.
- Supporting administrative tasks, including organizing documents, maintaining records, and keeping information and materials organized.
- Communicating questions, concerns, or other relevant information to staff as needed.

Required Commitment

Volunteers must commit to at least two 4-hour shifts per week on a regular schedule. Volunteers must also agree to a three-month commitment.

What will the opportunity offer you?

- Valuable experience with the leading nonprofit for Pinelands protection and environmental protection throughout the state of New Jersey.
- On-the-job experience including administrative assistance, verbal and written communication, networking with community members, and an inside look into business operations that can be applicable elsewhere.
- Get to know the staff at the Alliance and learn more about what we do, including conservation, policy, sustainable agriculture, fundraising, environmental communications, events, and more.
- Opportunity to put forth your passions. Passionate about other opportunities and learning more about the field? By working in the store, this volunteer can work with staff on additional opportunities that match your interests and skill set.
- Contributing to essential outreach that helps protect the Pinelands now and in the future.
- Learning about the historical and cultural significance of Pinelands culture and sharing this with other environmental nonprofits, government leaders and agencies, and community members throughout New Jersey.

How to Apply

This is an unpaid volunteer position. Interested candidates should submit a cover letter and resume to Kayla Harris, Membership Manager, via email to kayla@pinelandsalliance.org.