

Job Description

POSITION TITLE:	Girl Scout Shop Associate - Part-Time
REPORTS TO:	Director, Retail Services
POSITION SUMMARY:	<p>Provide excellent customer service by responding to girl and adult product and program requests and connecting customers to appropriate information or staff.</p> <p>Support the revenue goals through product knowledge, sales and cross-selling skills, merchandising and teamwork.</p> <p>Support the culture and ensure compliance with all Values and Behaviors, as well as store operational standards.</p> <p>Consistently achieve individual goals that support store goals and council strategic priorities.</p>
VALUES:	Passion for mission; positive attitude; strong work ethic; adaptable in changing environments.
SKILLS:	Ability to relate well to diverse customer base; effectively handle multiple priorities; computer skills, including Point of Sale system. Must possess a pleasant demeanor and exhibit clear verbal and written communication skills.
ACCOUNTABILITIES:	<p>Greet visitors when they enter the building</p> <p>Be the first point of contact to answer any questions of visitor and assist as needed</p> <p>Promote and sell CORE and Council merchandise in support of the Girl Scout Leadership Experience (GSLE) Program.</p> <p>Demonstrate a working knowledge of the Girl Scout Leadership Experience (GSLE).</p> <p>Maintain a positive, professional sales attitude/atmosphere for staff, customers, volunteers and organization members.</p> <p>Develop and demonstrate proficiency on POS system and OpSuite, a proprietary inventory software program.</p> <p>Maintain designated stock levels throughout the sales area.</p> <p>Process incoming orders from all vendors and GSM.</p> <p>Using designated procedures, accurately process phone orders and special orders/requests.</p> <p>Assist in all phases of the annual physical inventory.</p> <p>Process incoming council deliveries and notify appropriate staff.</p> <p>Maintain a clean, merchandised and pleasant store environment.</p> <p>Additional responsibilities as assigned.</p>
POSITION REQUIREMENTS:	<p>Communications, sales and merchandising experience.</p> <p>Manage a flexible work schedule that includes evenings and weekends.</p> <p>Personal vehicle, valid driver's license and current insurance required.</p> <p>Ability to learn the retail POS and inventory management system.</p>
JOB CLASSIFICATION:	<p>Non-Exempt</p> <p>Part-time hours are approximately 15-20 hours a week.</p>

The Girl Scouts of Ohio's Heartland Council, Inc. is an equal opportunity/affirmative action employer. The Council will employ qualified individuals to fill job vacancies on the basis of their experience, ability and aptitude.