



Job Title: Retail Sales AssociatePart-Time
Reports To: Sr. Director of Revenue
Classification: Hourly/Non-Exempt/Part-Time

Council Overview

Girl Scouts of North-Central Alabama serves girls and adults in 36 counties across Alabama. Girl Scouts is the world's preeminent leadership development organization for girls, building girls of courage, confidence, and character, who make the world a better place.

Job Summary

The Part-Time Retail Sales Associate supports daily operations of the Girl Scout DreamLab Shop, driving revenue through excellent customer service and efficient retail practices. This role serves as the friendly face of the shop, assisting volunteers, parents, girls, community members, and staff with merchandise sales and inquiries.

Essential Duties and Responsibilities

- Uses Point of Sales system in performing tasks such as cash register sales, refunds, opening and end-of-day procedures, and other customer related functions.
- Processes phone, mail, and web orders promptly and professionally.
- Ensures timely receiving of incoming orders, pricing of inventory, and stocking shelves and displays.
- Assists with Council Shop shipments and mail orders and merchandising.
- Maintains Retail Shop in an attractive, organized and functional manner
- Monitors and cleans the stock room, work stations and sales counter.
- Participates in the inventory process of the shop and stock room during the year.
- Performs retail duties at camp trading posts, pop-up shops, special events, and mobile shops as assigned.
- Additional duties as assigned.

Qualifications

- High School Diploma or GED
- 1+ years of retail experience and/or processing sales orders.
- 1+ years of handing cash transactions.
- Knowledge of retail policies and procedures.
- Skills in working independently and following directions.
- Skills in customer service practices and working in a fast paced sales environment.
- Skills in working with cash receipts, preparing orders and processing returns.
- Ability to lift and carry up to 50 lbs.
- Ability to learn Point of Sale software and other GSNCA databases.



- Ability to obtain a good working knowledge of Girl Scout programs and GSNCA policies and procedures.
- Accept that diversity and pluralism are embraced and incorporated into the work of the council.
- Provides support for council-wide, service unit, and functional efforts as needed.
- Ability to work a flexible schedule including early mornings, evenings, and weekends.
- Ability to travel and transport shop merchandise to events as needed for mobile shops, special events, pop-up shops, and trading posts.
- Valid driver's license, use of a personal vehicle and proof of current vehicle insurance.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.