



**Job Title:** Thrift Shop Staff

**Position Type:** Part-time (16 hours per week 8:30-5:30 pm, including 3 Saturdays per month)

**Reports to:** Thrift Shop Coordinator

### Education/Experience Requirements:

- High School Diploma
- Experience working in retail sales providing exemplary customer service
- Experience supporting volunteers an asset

### Position Requirements:

- Excellent verbal and written communication
- Be flexible, highly organized and a self-starter
- Be a problem solver and able to work independently with minimal direction
- Have knowledge of community resources an asset
- Ability to work with social media (video editing/recording for FB, Instagram, etc.)
- Knowledge of fashion trends/items of value/brands etc.
- Access to reliable transportation
- Ability to have a flexible work schedule to accommodate vacation and sick day coverage
- Must be able to stand for long hours and lift heavy items
- Police Record Check – vulnerable sector

### Job Responsibilities:

- Accept/sort/price donations, rotate merchandise
- Provide customer service
- Issue exchanges, handle cash register transactions
- Maintain order and neatness of store
- Support volunteers
- Design and set up displays
- Open/closing responsibilities
- To communicate effectively with the Thrift Shop Coordinator any new or changed information, and/or gaps in services

### General Responsibilities:

- To be an active member of the Woolwich Community Services team
- Comply with the mission, vision and values of the WCS

## WOOLWICH COMMUNITY SERVICES JOB DESCRIPTIONS

- Comply with all WCS policies and procedures
- Participate fully in agency functions
- Support staff in meeting community requests
- Other duties as assigned.

Wages are \$20.62/hour with 4% in lieu of vacation pay

**Applications are due by noon on Thursday March 20<sup>th</sup>**, to Kelly Christie, Executive Director, 5 Memorial Ave, Elmira, ON N3B 2P8; fax 519-669-4210; or by email to [woolwichcommunityservices@yahoo.com](mailto:woolwichcommunityservices@yahoo.com).

WCS offers a supportive, positive work environment that encourages impactful work assisting people where they are in their lives. Staff enjoy having input in program development while having their work-life balance respected. If this excites you come join our team!