

AUNT Leah'S THRIFT

JOB DESCRIPTION

Thrift Store Volunteer

Job Summary:

Since 1994, Aunt Leah's social enterprises have been raising money to fund programs that help prevent youth in foster care from becoming homeless and vulnerable mothers in need from losing custody of their children. Join us and support Aunt Leah's mission of building brighter futures for foster kids.

This is a once or twice per week volunteer position with a minimum 2-month commitment. Aunt Leah's Thrift store is located at 3328 Fraser Street in Vancouver.

Reports To: Social Enterprise Lead

Qualifications:

- Customer service experience
- Motivation to support Aunt Leah's mission.

Requirements:

- Satisfactory Criminal Record Check and Local Police Information Check
- Adheres to Aunt Leah's code of ethics

Assets:

- Experience in a thrift store setting
- Ability to volunteer on weekends
- Prior sales experience
- Retail 3rd key holder experience
- Experience with retail Point of Sales (POS) systems is an asset, however, training is provided.

Knowledge, Skills & Abilities (KSA):

- Excellent customer service skills
- Excellent communication skills
- Basic math skills
- Ability to work collaboratively with other volunteers and Aunt Leah's staff
- Excellent organizational and time management skills
- Administrative skills including MS Office and/or Google business suite.

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Key Duties and Responsibilities:

- Provide engaging and helpful customer service
- Manage the Point of Sale (POS) system to accurately process sales and returns
- Assist staff with creating engaging store display themes
- Manage the transfer of inventory from the back room to the sales floor.
- Light cleaning duties

Working Conditions:

- This position supports retail operations at Aunt Leah's Thrift Store, 3328 Fraser St. Vancouver.
- Works primarily in a store setting.
- Shifts are spent standing.
- Volunteer shifts are available Wednesday to Sunday between the hours of 11am – 6pm.
- We prefer a 2-month commitment with consistent weekly or bi-weekly shifts.

To Apply: Please complete a volunteer application form at www.auntleahs.org or email an expression of interest to volunteering@auntleahs.org