



POSITION DESCRIPTION

Girl Scouts of Northern New Jersey will be recognized as the premier leadership development program that nurtures, inspires and empowers girls.

Position Title: Shop Sales Associate

Salary Grade: Non-Exempt, Salary Grade 4 – Full Time

Reports To: Director of Retail Sales

Location: Paramus

Position Summary: The Shop Sales Associate oversees the daily operations of the council shop.

Primary Responsibilities:

- Provides high quality services to all internal and external customers (Girl Scout members, parents, staff, etc.) by portraying a positive image of Girl Scouting.
- Possesses expert knowledge of the Girl Scout Leadership Experience and GSNNJ standards and resources.
- Maintains the shop appearance to GSNNJ standards.
- Works with the Director of Retail Sales to identify trends and to promote and stimulate the sale of Girl Scout merchandise while meeting the needs of girls, parents, adult members and visitors.
- Monitors inventory, proposes orders for approval, restocks and relays needs to the Director of Retail Sales.
- Responsible for receiving, recording and reconciling daily cash and credit cards receipts to ensure correct financial accounting. Generates report at the end of the day.
- Assists Front Desk Associate when needed with program, product sales and rentals.
- Helps foster and implement the council's policy to strive for a volunteer, employee and program participant population reflective of the area's religious, racial, ethnic, social and economic diversity.
- Performs other duties as assigned.

Staff members are accountable for achieving their performance goals that collectively enable GSNNJ to reach our council goals. Each staff member is expected to take an active role in all areas of operations, especially by being alert to opportunities to identify and engage potential volunteers, girl members, donors, vendors, collaborators, etc. and providing contact information to the appropriate staff person.



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Each employee is a representative of Girl Scouts of Northern New Jersey. Others form their impressions of GSNNJ based, in part, on their interaction with employees. Every personal contact made by a GSNNJ employee could be a current or potential donor; thus, these impressions can influence donor actions. Each employee is expected to take an active role in development by being alert to opportunities to identify potential new donors and providing contact information to the Chief Development Officer. On occasion, employees may be asked to participate in site visits and/or follow-up calls with contacts.

Education, Skills, Experience Requirements:

- Associate degree (or equivalent).
- Retail and/or sales experience.
- Very good written and verbal communication skills.
- Exceptional time management capability to handle multiple tasks and deadlines.
- Proficiency in Microsoft Office Suite or willingness to learn.
- Membership in GSUSA is required upon employment and annually thereafter.
- Ability to lift and move 30 lbs.
- Ability to work a flexible schedule including some evenings and weekends.
- Ability to travel throughout the jurisdiction to attend meetings during the day/evening/weekend.

Employee Signature

Date

Supervisor Signature

Date