

Position: Part-time Retail Sales Clerks

Location: Long Beach & Marina Del Rey

Reports to: Retail Sales Manager

POSITION SUMMARY

Girl Scouts of Greater Los Angeles has part-time positions (1 at each location) for approximately 20 hours per week at our regional retail shops in Marina Del Rey and Long Beach to sell Girl Scout Merchandise to our Troop Leaders and parents on behalf of our Girl Scouts. Prior Girl Scout experience desirable.

MAJOR ACCOUNTABILITIES

Keeps the shops looking inviting, full of product, and clean and takes direction from the Retail Sales Manager.

- Provide courteous, consistent, professional and knowledgeable customer service.
- Assist volunteers to complete their Girl Scout Merchandise purchases.
- Adhere to and support Store Policies.
- Be knowledgeable of the merchandise as it relates to the Program levels and answer volunteer's questions. Learn about new merchandise as it is developed and introduced.
- Educate the volunteer on the Journey books and its complimentary merchandise.
- Learn and understand from the Retail Merchandising Manager the skills of excellent product placement techniques, and how to encourage additional sales.
- Learn & practice strong inventory control methods.
- Assist to complete cycle counts year-round, and in full physical count as needed.
- Understand the Girl Scout Leadership Experience and how the Retail Shop can motivate girls and parents to expand their participation.
- Other duties as assigned.

SKILLS, EXPERIENCE & QUALIFICATIONS

- Outstanding customer service and organizational skills.
- Knowledge of Girl Scouting highly desirable.
- Prior retail sales experience preferred.
- Good math skills and able to use a cash register.
- Dependable and self-motivated.
- Excellent computer skills.
- Ability to multi-task.

EDUCATION

GED required.

ESSENTIAL DUTIES OF THE POSITION

Some bending, lifting and carrying. Maximum 25 lbs.