

**A WOMAN'S PLACE**  
**Position Announcement**

**In Full Swing Part Time Store Associate**

**VALUES STATEMENT**

To accomplish our vision of a society where all individuals are safe and can flourish, the programs, services, and decision making at all levels of A Woman's Place are rooted in and guided by the following values:

**Courage:** A Woman's Place acts bravely and boldly, notwithstanding fear.

**Creativity:** A Woman's Place encourages the creation of meaningful new ideas, interpretations, and rules.

**Equality:** A Woman's Place believes each and every one of us must collaborate to create a new society based in equal power and rights.

**Integrity:** A Woman's Place is of sound moral character and adheres to ethical principles.

**Respect:** A Woman's Place is considerate and honors the worth and dignity of all beings and resources.

**Social Justice:** A Woman's Place analyzes structural social inequalities in order to promote justice.

**VISION STATEMENT**

A Woman's Place envisions a society where all individuals are safe in their relationships and can flourish.

**MISSION STATEMENT**

A Woman's Place is a community-based social change organization committed to the empowerment of women and to ending intimate and domestic violence for all.

In Full Swing is a thrift store that benefits A Woman's Place, thriving on the generosity of volunteers, donors, loyal customers and dedicated staff. Our passion is providing our clients, customers, donors and volunteers a safe and flourishing environment. In Full Swing Store Associate is dedicated to A Woman's Place Vision and Mission. The Store Associate provides excellent client and customer service and supports the day-to-day operations of our thrift store. The Store Associate will be supervised by the director of retail operations.

**REQUIREMENTS:**

1. A minimum of 2 years retail experience preferred. Part
2. Flexible hours including weekends and holidays.
3. Retail Operations knowledge including opening and closing procedures, register reconciliation, preparing bank deposits, sales, customer service, merchandising, inventory control, and loss prevention.
4. Strong computer skills including POS systems, Microsoft Office, familiarity with online retail and Social Media platforms.
5. Ability to work independently with minimal supervision.

6. Ability to work effectively and objectively with a diverse group of people, including clients, staff members and volunteers, in order to accomplish all tasks required to maintain a fast-paced retail environment.
7. Receive, organize, process and maintain all donations while adhering to all recycling procedures.
8. Highly developed interpersonal skills and ability to work objectively with a diverse group of people.
9. Effective communication and excellent customer service for clients, shoppers and donors.
10. Demonstrates positive, cooperative, self-motivated, courteous and professional behavior.
11. High level of organizational skills with attention to detail.
12. Must be able to lift and carry objects weighing up to 30-50 pounds. Must be able to sustain a full 9-hour day of standing, walking, lifting, and bending.
13. Maintains all safety and cleanliness standards on selling floor and processing area.
14. Participation in store special events or organizational activities as requested by the Director of Retail Operations.
15. Reliable transportation.
16. Commitment to AWP's Values, Vision, and Mission statements.
17. Successful completion of AWP's C.O.R.E Training and Domestic Violence Direct Service Training courses and continuing education requirements as outlined in AWP's Personnel Policies.
18. Adheres to policies and procedures of AWP and In Full Swing.
19. Positive representation of AWP and In Full Swing in the community.

**EDUCATION:**

1. High School Diploma or GED required.

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Employee Signature

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Date