



Position Announcement: Thrift Store Associate

Heart of Oregon Corps is hiring for a motivated Thrift Store Associate with professionalism, talent, and passion for empowering and inspiring positive change in the lives of young people.

WHO WE ARE:

Heart of Oregon Corps is a large regional non-profit that operates six youth training programs across Central Oregon. At Heart of Oregon Corps, 16-24 year old local young people with barriers to success improve their own lives while gaining job skills on projects that improve the community. The position is located in Madras, OR, at our Thrift Store Program, which we operate in partnership with Jefferson County School District. Learn more at www.heartoforegon.org.

POSITION AND ORGANIZATION INFO:

We are currently looking for a Thrift Store Associate who can assist in running a successful thrift store while providing supervision and training to youth participants.

This position delivers great customer service, and performs thrift store operations including sales, opening/closing, stocking, processing donations, and store safety and security. The Thrift Store Associate supervises and trains youth participants who experience disabilities and assists the Manager with specific tasks as assigned.

This position is supervised by the Thrift Store Manager, and provides coverage for the Manager. The store team includes other adult volunteers, school district staff, and most importantly, the youth participants who are trained to run the store.

QUALIFICATIONS AND CONDITIONS:

Our ideal candidate will have great customer service skills and experience in a retail or re-sale environment. Candidate must be able to use a cash and credit card machine and handle cash responsibly. Candidate will have great communication skills and be able to help customers and direct and train youth in store tasks. Bilingual Spanish skills are preferred. Experience working with multicultural youth and people who experience disabilities is preferred. A positive attitude, team player, and good sense of humor is appreciated.

Job conditions are in an indoor environment with heating and cooling and include frequent walking, prolonged standing, pushing/pulling/reaching, and frequent lifting of up to 50lbs and occasionally lifting of over 50lbs.

Starting wage for the position is \$13.50-14.00/hour (firm). This is a part-time, hourly, on-call staff position who will typically be scheduled 16-20 hours per week, including Saturdays (not eligible for full HOC benefits).

APPLICATION PROCESS:

If you are interested, please submit a resume to Linda Graham, Thrift Store Manager. You can turn in a resume in-person at the store Tuesdays-Saturdays, 10-4:30 (closed 9/1/18 for Labor Day).

Or, you can send a resume to:

Heart of Oregon Corps, PO Box 279, Bend OR 97709

-or-

HR@heartoforegon.org

-or-

541-306-3703 (fax)

Final candidates will need to complete an interview, additional application paperwork, provide references, and complete a post-offer background check and drug screening. We are an Equal Opportunity Employer, women and minority candidates are encouraged to apply.

Submit your application by September 13th for priority consideration, as interviews may begin as early as mid-September. Position open and posted until filled.

Thank you for your interest in this exciting position that helps local youth!