

## **Voyageurs Area Council - BSA**

**3877 Stebner Road, Hermantown, MN 55811**

**(218) 729-5811**

**Brad.Olson@scouting.org- Scout Executive**

### **The Store Clerk selected will:**

- Work with staff and volunteers to accomplish the assigned job functions.
- Work to achieve SMART goals related to the job functions and other duties as assigned.
- Participate as a team member in identifying and meeting the needs of the Council.
- Be an advocate and role model in the community for Scouting.
- Receive on-going training in work processes, competencies, and other skills specific to the job functions.
- Work both independently and cooperatively under supervision in maintaining a disciplined schedule of projects and tasks.
- Process sales transactions accurately and efficiently.
- Maintain a clean and organized store environment.
- Stock shelves and ensure products are properly displayed.
- Assist with inventory management, including receiving and restocking merchandise.
- Handle customer inquiries, complaints, and returns in a professional manner.

### **Desired Skills:**

- Skilled use of computer programs and software common to business. (Microsoft Office is a must.)
- Self-motivated.
- Work with all kinds of people and be comfortable with all types of diversity.
- Communication skills using different types of media, phone systems, and in-person.
- Financial accounting and money management. (Training can be provided.)
- Professionalism is a must. Must exhibit a high level of integrity and trust.
- Basic math skills for cash handling and inventory management.

### **Requirements:**

- Must be willing to accept and meet the Boy Scouts of America's leadership and membership standards and subscribe to the Scout Oath and Law.

- Live in, or be willing to relocate to the Duluth, MN area.
- Be at least 18 years of age or older unless prohibited by any applicable law.
- Be willing to work a regular weekly schedule and other odd hourly jobs as agreed upon with management.
- Strict adherence to being on time and ready to work is essential. Personal integrity.
- Pass an extensive background check and other detailed reviews of past employment and references.

Job Type: Part-time

Pay: \$15.00 - \$17.00 per hour

Expected hours: 20 per week

Benefits:

- Employee discount

Shift:

- Day shift

Weekly day range:

- Monday to Friday
- Weekends as needed

Ability to Relocate:

- Hermantown, MN 55811: Relocate before starting work (Required)

Work Location: In person