

# **URBAN***PROMISE* MINISTRIES JOB DESCRIPTION

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Position Title: Junior Associate Department: Urban Promise Thrift Store

Reports to: Store Manager Salary Range: \$8.60 an hour

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**Position Summary:** This is an entry level position for young adults looking to gain experience and training in the retail industry and to support a good cause at the same time. In addition to developing job readiness skills for youth, the Thrift Store is established to generate funding for Urban Promise Ministries' various programs.

This is a part-time position typically offering between 4 – 20 hours per week during the school year with an expected duration of 3 – 6 months.

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## **Essential Job Functions:**

Under supervision, the Junior Associate may be assigned various work responsibilities:

- Keep store floor area tidy and well stocked, and keep workroom areas clean and organized.
  - Provide customer service with a smile to store shoppers.
  - Receive donated goods at the Thrift Store and help teams pick-up/haul donated goods from donor homes.
  - Rough sort donated goods to identify items suitable for re-sell in the store and categorize.
  - Tag (and with training) price the merchandise.
  - Represent what makes UrbanPromise special and help maintain/update UP display board.
  - Support efforts to update social media for the store.
  - Help create store signs, and design window and seasonal displays.
  - Other tasks as needed for daily operation of the Thrift Store.
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## **Essential Job Requirements:**

EDUCATION High school diploma, or working for degree or HED.

EXPERIENCE Prior experience with demonstrated responsibility and ability to represent UrbanPromise Ministries preferred.

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REQUIRED SKILLS Willingness to positively interact with customers, promote UrbanPromise, and go the extra mile to help the store operate smoothly.

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PHYSICAL REQUIREMENTS Heavy Lifting required 5 lbs-25 lbs

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## ***LIMITATIONS AND DISCLAIMER***

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the position.

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All job requirements are subject to possible modification to reasonably accommodate any individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an “at-will” basis.

Jan Bean  
\_\_\_\_\_  
Manager’s Name

Thrift Store Manager  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Manager’s Signature

\_\_\_\_\_  
Date

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**Human Resources Approval/Comments:**

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\_\_\_\_\_  
Authorized Human Resources Signature

\_\_\_\_\_  
Date