



JOB DESCRIPTION

POSITION:	High School Student: Community Service Assistant
LOCATION (S):	7-31550 South Fraser Way
RESPONSIBLE TO:	Store Manager
ALLOTTED HOURS:	Full Time (min/max: 30-40 hours/week), Temporary: flexible scheduling (pending need) June 26-August 25, 2016 (up to 9 weeks), Monday-Saturday
WAGE:	\$14.00/hour

MINISTRY CONTEXT

LIFE Recovery Association is a Christian charity that exists as part of Christ’s church. The person called to this ministry must be in agreement with LIFE Recovery’s confession of faith, mission, vision and core values and must have a passion for this ministry. The incumbent must be in agreement with our Code of Conduct/Ethics and live a life consistent with it.

JOB SUMMARY -PRIMARY FOCUS

Work closely with the store manager & volunteers as it relates to:
1) Inventory Management 2) Customer Service 3) Cashier-Related Duties

SPECIFIC RESPONSIBILITIES & TASKS

- Sorting, organizing & pricing of sales merchandise
- Assisting customers find items
- Clothes-management: assist customers re: fitting room-bring & returning clothing to the right areas
- Cash register/money management duties
- General cleaning
- Others duties as assigned

CORE COMPETENCIES

- **Commitment** – Invested in the goals of LIFE Recovery
- **Confidence** – Aware of self and others, handles criticism, accepts mistakes, strong self esteem
- **Integrity** – Lives honestly, forthrightly, and with positive values
- **Listening Skills** – Takes time to listen and respond; tunes into people
- **Poise** – Manages stress & workload, treats others without rancour, maintains composure and is polite
- **Pragmatism** – Develops sensible, realistic, practical solutions
- **Efficiency** – Taps & deploys resources economically & effectively
- **Organization** – Plans, schedules, prioritizes, anticipates & builds solutions
- **Inspires Confidence** – spotlights the work & efforts of others, anticipates needs, is reliable & brings out the best in those around them

- **Social Agility** – astute, understands how to navigate spheres of influence & builds consensus through adept negotiation

STATEMENT OF RELATIONSHIPS

The Community Service Assistant reports directly to the Store Manager, but occasionally will be working under the guidance of specifically-designed volunteer (s), functioning as part of a team &/or Executive Director.

QUALIFICATIONS & EXPERIENCE

1. Full-time secondary student (must) returning to full-time studies, either High School or University, between the ages of 15-30
2. Good oral, written & interpersonal communication skills in English (other languages helpful)
3. Able to take direction well, as well as being self-motivated (takes initiative as situation/needs present themselves, not always requiring continuous instructions to perform tasks)
4. Detail-orientated
5. Comfortable dealing with conflict management as it pertains to customer &/or volunteers
6. Physically able to perform the job: 8 hour-shifts with long periods of standing, walking, knowledgeable of good body mechanics to safely lift up to 50 pounds, use a dolly & know his/her limits, willing to ask for help when needed
7. Sobriety of at least two years ie., no abuse of alcohol, drugs or other mood-altering chemicals
8. Agreement with LIFE Recovery’s confession of faith and code of conduct
9. Has a reputation of living a lifestyle that honors and uplifts the name of Christ
10. The incumbent must regularly attend and participate in their home church (Heb 10:24-25)

The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

SIGNATURE BLOCK This job description accurately reflects the requirements of this position:

Supervisor

Date

I have read and understood this job description:

Employee

Date