

## **Scout Shop Job Descriptions.**

### **Full and Part Time Job Description**

#### **Retail Associate Position at Scout Shop**

The Middle Tennessee Council, Boy Scouts of America provides excellent and energetic support for the nation's leading character and leadership development program. The Scout Shop Associate is responsible for opening and closing store, providing customer service for orders in store and online, phone assistance, assist with council registration.

It is a very exciting time to be at the Boy Scouts of America! Our program is growing across America and we need exceptionally motivated, capable, and driven people like you. We offer a fast-paced, collaborative environment where each of us contributes to the success of our movement. Come join our organization!

There are part time and full time positions available.

This position is a part-time position. Flexible hours which may include eight hours on Saturdays and other weekday shifts. It is located at 3414 Hillsboro Pike Nashville, TN 37215.

#### **Job Overview:**

Manages the successful daily operation of the Scout Shop/front desk by delivering exceptional customer experience, transacting sales, accurate, required reports, and paperwork, receiving orders, stocking shelves, and maintaining a clean and customer-friendly environment.

#### **Duties and Responsibilities:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons.

Open and close the retail store, prepare end-of-day paperwork and deposits. \* Provide excellent customer service to retail customers in-store and phone customers. \* Provide assistance with uniform selection and sizing to new Scout families. \* Maintain inventory of Scout products, ordering as needed. \* Collect membership and other papers from Scouters for Council. \* Provide program knowledge to parents and volunteers as requested. \* Provide knowledge of Council activities and programs to Scouters

#### **Performance and Success Measures:**

Professionalism and quality of work

Accuracy of register sales and paperwork

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### **Qualifications:**

1-2 years retail experience or equivalent preferred  
Commitment to excellence and high standards  
Excellent written and oral communication skills  
Acute attention to detail  
Ability to work independently  
Passion, enthusiasm, focus, creativity, and a positive outlook  
Scouting Experience is a plus!

### **Physical Requirement:**

While performing the duties of this job, the employee is frequently required to do the following:  
Coordinate multiple tasks simultaneously  
Lift boxes up to 25 lbs and display items in store

### **Individual Characteristics:**

People-oriented  
Detail-oriented  
Organized  
Self-confident  
Personable  
Multi-tasker  
Ability to think and plan ahead  
Professional presence, presentation, and communication

**Job Type:** Part-time and Full-time

### **Schedule:**

Day shift  
Monday to Friday  
Weekend availability

## Scout Shop Job Descriptions.

### **Benefits (Full-Time only)**

401(K)

Health Insurance

Vision Insurance

Dental Insurance

Life Insurance

Paid Time Off

10 paid holidays

Education:

High school or equivalent (Preferred)