



**Volunteer Position Title:** Retail Management Intern (Unpaid)

**Department:** ReStore

**Training and resources:** Upon starting the internship, the intern will be familiarized with the policies, procedures, and goals of Habitat ReStore. They will then be shown how to use the register, how ReStore's pricing policies work, and they will be familiarized with our operating budget. The ideal candidate should have a background in retail whether it is work experience or classroom education they are looking to translate into real world experience.

**Time commitment:** At least 12 hours per week in ReStore required.

**Benefits:** The volunteer will learn about Habitat for Humanity's mission of building simple decent affordable housing. S/he will: a) learn ReStore's role in attaining the affiliate's goal, b) engage in a meaningful volunteer experience, c) gain hands-on, retail experience, and d) learn how to manage volunteers and how to maintain an operating budget.

**Position requirements:** Intern must: a) have excellent written and verbal communication skills, b) have an energetic and professional attitude, c) have good customer service skills, d) commit to at least twelve hours on site each week, e) be able to work Saturdays and have reliable transportation, f) pay close attention to detail, g) have an interest in Habitat's mission and in non-profit work, h) be able to lift 50 pounds, climb stairs, and stand for the majority of the day and i) have basic computer skills (Microsoft Word, Excel, Outlook).

**Job description:** The Retail Management Intern is a part-time internship position that involves providing outstanding customer service, generating sales, merchandising, and protecting ReStore's assets. More specifically, the intern will be working on the cash register, providing customer service, helping price merchandise, assisting with volunteer management, answering phone calls, and maintaining cash wrap area.

**To apply:** Please submit the following information via e-mail to [Adeela.abbasi@habitat-mc.org](mailto:Adeela.abbasi@habitat-mc.org)

resume    cover letter    three references    an email clearly stating your interest and skills

**Deadline:** Open

**For more information:** Please contact Adeela Abbasi, ReStore Manager, by email at [adeela.abbasi@habitat-mc.org](mailto:adeela.abbasi@habitat-mc.org)

*All applicants will receive notification of their application status regardless of decision.*

HFH-MC supports the notion that good, stable housing matters for neighborhoods. Better quality of living leads to stronger citizens and families. Habitat for Humanity is about changing lives, one home at a time.