



Mission: Bloom is a volunteer-based nonprofit that provides complimentary wardrobes and life skills training to men, women, and children transitioning to a life of self-reliance. Bloom serves clients referred from more than 45 nonprofit and government agencies including job training programs, educational institutions, family service agencies, treatment centers, domestic violence and homeless shelters. Founded in 1999, staff and volunteers provide an experience of acknowledgement and dignity when selecting a wardrobe. Bloom employs seven part-time staff and has over 100 volunteers.

ASSISTANT RETAIL STORE MANAGER

Qualifications:

Bloom is looking for an upbeat personality who can help the organization as they grow. Our staff works hard to serve the people of Marin County. An understanding of our organization and compassion for the population we serve is a must. A college education and writing skills are preferred. Good communication skills are necessary for this position.

1. Working knowledge of Microsoft Office, particularly word, mail merges and excel.
2. Spanish language skills a plus.
3. Positive can do attitude and a team player.
4. Social media skills a plus.
5. Customer service skills and ability to represent Bloom positively.

AMBASSADOR FOR BLOOM

Know the organization's mission, history, staff, programs, and website
Make sure volunteers know and understand BLOOM mission
Greet each customer, client, and donor as they walk in; determine their need

RETAIL SHOP OPERATION

Account for daily sales—count in, count out, double check cash to bank amount
Input the daily figures into the Excel form, which compares actual to what was entered into the cash register and credit card machine
Check money in store bank (in safe) Have small bills and change.
Check supplies for the day: register and credit card rolls, donations receipts, pens, tags, forms, etc.
Check all supplies and give list needed to Store Manager.
Process new stock: tag, size, price.
Merchandise daily: color code, alternate displays.
Clean store: vacuum and Windex when needed; tidy coffee area and bathroom.
Determine if FLASH SALE is warranted.
Sell to customers, offer clothing advice and accessorize.
Direct donors to rear of building. Accept only small donations in store. Place on cart, take to Intake coordinator, Tamra.
Build email marketing list.

Post photos on Facebook.
Manage volunteer scheduling—direct to sign up 2-3 months in advance.
Email two week retail store volunteer schedule.
Create name tags for new volunteers.
Supervise jewelry stock.
Work with jewelry volunteer; pricing, displays.
Manage the \$5 rack.
Learn Constant Contact and Greater Giving Software.

VOLUNTEERS

Train volunteers based on Retail Store Guidelines manual.
Know the organization's mission, history, staff, programs, web site.
Train volunteers on register and credit card machine.
Tag, size, stock and merchandise new items.
Direct donors to rear of building. Accept only small donations in store. Place on cart, take to Tamra when time allows.
Privately correct inappropriate behavior.

Other:

Attend 2 volunteer meetings/yr, assist at special events, in store jewelry sale, holiday wrapping, annual luncheon
Greater Giving Check out.

Hours: Bloom's retail store is open from 10 am to 6 pm Monday-Saturday. Ideally candidates would be able to work:

Monday...9:30-6:45

Thursday. ...12:30-3:30

Friday ...9:30-6:45

Saturday...9:30-6:45 (every other Saturday)

Total per week is 26.25 hours

Additional help will be needed during special events to support the nonprofit area of the business.