



VICENZA COMMUNITY CLUB

Job Announcement May 2023: **Thrift Store Contractor Worker, Part Time**

Background

The VCC is seeking to compile a list of qualified candidates to fill the following positions at its Thrift Store; Manager, Assistant Manager and Thrift Store Coordinator. These temporary contract worker positions have immediate vacancies.

Availability Requirements

In order to be considered for a position, candidates **must** be American citizens. The VCC is an American-based, non-profit organization and as such employees must file taxes within the United States. Applicants should also have availability to perform work during the following hours: Tuesday, Wednesday, and Thursday 10am-4pm and one Saturday shift per month, 10am-4pm.

Job Description

The contractor's work is performed in a retail store and will include all aspects of receiving and processing donations; sorting, pricing, and storing product; disposal of damaged/unsaleable product; maintaining store cleanliness; operating a point of sale system; assisting customers and donors in person, by phone, email, and Facebook. Work will be performed with other contract workers and volunteers. Contractors will report to the Vicenza Community Club's (VCC) 1st Vice President.

Qualifications

Candidates will have:

- USA Citizenship
- SOFA status and independent access to Camp Ederle.
- High school diploma or GED equivalent. Further education is beneficial but not necessary.
- Fluent in English, both verbally and written (fluency in Italian is a plus).
- Prior retail experience to include merchandising, stocking, inventory management, and branding knowledge.
- Experience with point of sale software, computerized sales systems, and ability to operate a cash register.



VICENZA COMMUNITY CLUB

- Strong computer skills, including proficiency with Microsoft Word and Excel and/or Google Drive, Docs, and Sheets.
- Enjoyment of working in a fast paced environment including the ability to lead, delegate, manage, multitask and problem solve.
- Knowledge of relevant brands in adult and children's fashion, home goods, electronics, and other retail sectors.
- Ability to work independently while also proactively finding what needs to be completed, including prioritizing tasks.
- Strong organizational and time management skills.
- Experience working with or managing volunteers or employees.
- Knowledge and experience with preparing bank deposits and submitting reimbursement forms.
- Maturity, good judgment, confidentiality, and professional mannerisms.
- Excitement about creating unique opportunities for our customers and a belief in the mission of the Vicenza Community Club.
- Ability to lift heavy objects (+50lbs), stand for long periods of times, climb a step ladder and deal with dust.
- Cooperative, friendly and professional with customers, staff, volunteers and VCC board leadership and advisors.
- Flexibility and willingness to adapt work hours as necessary during busy seasons/holidays.

**Must be eligible for active VCC membership in order to apply. Otherwise, all qualified applicants will receive consideration for employment without regard to race, religion, national origin, disability or veteran status.

Terms

Rotational schedule, up to 30 hours per week with the potential for monthly bonuses based on revenue goals. Thirty minute lunch break included. Pay starting at \$13/hour. Benefits not included. Contractor must complete their own W9. The Thrift Store is closed for all major US holidays, and typically closes for 2 weeks in August and 2 weeks for Christmas/New Year's.



VICENZA COMMUNITY CLUB

How to Apply

Follow the [link](#) to the application, in which you will complete a questionnaire and be asked to submit a resume. Applications will be accepted from 9pm May 10, 2023 until 9pm May 16, 2023. Top applicants will be notified for interviews with anticipated start dates soon after.