

Position Title: School Store Coordinator
Date Modified: September 2023
FLSA Classification: Non-Exempt
Reports to: Development Director
FTE: Part-time, hourly (10-15 hours/week average)

The school store is a place that builds community; acts as a resource to bridge new and seasoned Waldorf families alike with toys, materials, and supplies that capture the essence of the Waldorf spirit; and financially supports the well-being of our school.

The physical store provides the parent community with an intimate space for informal group gatherings and learning opportunities. Teachers and staff are also supported through the purchase of classroom supplies at wholesale cost.

All profits from the store benefit City of Lakes Waldorf School.

Essential Functions: To operate a school store, offline and online, by addressing customer needs and sales, managing inventory, vendor relationships and store aesthetic, recruiting, training and supervising store volunteers, overseeing all sales and inventory management and reporting.

The School Store Coordinator will work closely with the parent community and on occasion, with CLWS faculty to provide volunteer opportunities, educational and community building events and showcases of select parent and teaching artists' goods and artwork.

Position Details: The School Store Coordinator will work directly with the CLWS Development Team to target key fundraising opportunities and creatively build the full potential of our Store by the Door. The coordinator will also work closely with our Business Manager to support healthy financial tracking.

Other Qualifications:

- Excellent interpersonal and communication skills (both oral and written)
- Experience with product buying and merchandising
- Warm personality, enthusiasm for motivating people
- Event planning and management experience a plus
- Creativity and graphic design capabilities
- Superior organizational skills; ability to focus on details, prioritize, and meet deadlines
- Ability to work independently as a self-starter and as part of the Administrative team
- Flexible work schedule; ability to work evening and weekend hours
- Capacity to meet realistic goals and increase volunteerism

Physical Requirements and Work Environment:

- Occasionally lift up to 30 pounds
- Generally works in standard office conditions and climate
- May work at a desk or computer for extended periods of time