



POSITION DESCRIPTION

POSITION TITLE: Seamstress/Retail Sales Associate

REPORTING TO: Senior Store Manager

LOCATION: Arcadia Scout Shop

Website: www.GreaterLASCouting.org

Overview

Greater Los Angeles Scouting, a California 501(c)3 corporation, is the premier scouting organization in the Southwestern United States and among the largest and most diverse in the nation. This is not your grandfather's, or even your father's scouting experience. We create the leaders of tomorrow by empowering youth to live confident, capable, complete, and compassionate lives through dynamic leadership opportunities and fun outdoor adventures. Through our Cub Scouts, Scouts, Venturing (high adventure programs), and Exploring (workforce development) program, Greater LA Scouting serves over 10,000 youth and young adults – from age 5 to 21 - and engages over 4,000 adult scouting volunteers each year.

Our alumni are business leaders, explorers, military heroes, government officials, entrepreneurs, entertainers and good citizens who contribute to the fabric and prosperity of America and their communities. The staff team is a group of dedicated professionals committed to creating a better tomorrow for young people and our nation via the experientially transformative power of Scouting.

Our 2024 operating budget is \$9.4M and we manage net assets of \$49M. The organization is primed for considerable growth and is searching for a Development Manager to join a small shop tasked with raising over \$2.5M annually from private support, including annual giving, foundation grants, and special events, plus the support of product sales. The Development and Communications is a four-person department. This position is responsible for providing strategy and support for all fundraising events, annual solicitations, donor relations, foundation grants, and database management for the organization.

Value

Scouting provides unique, life-changing experiences youth can't get anywhere else.

Mission

Greater LA Scouting empowers young people to live meaningful lives through dynamic leadership opportunities and fun outdoor activities.

Vision

Greater LA Scouting is the leading provider of the most positive, exciting, safe, and rewarding youth leadership and outdoor experiences in Southern California. We embrace and celebrate the diversity of the communities we serve. Scouting is for everyone.

Position Overview

We are seeking a dynamic and customer-oriented Seamstress & Retail Sales Associate to join our dedicated team at the Scout Store. As a Seamstress & Retail Sales Associate, you will play a vital role in providing exceptional customer service and support to our valued customers. If you have a passion for the Scouts BSA organization and enjoy working in a retail environment, this is an exciting opportunity for you to make a difference.

RESPONSIBILITIES

- Sew emblems on scout uniforms according to customer and BSA specifications.
- Sew emblems on scout uniforms for pre-sewn shirt sales according to store specifications.
- Greet and assist customers in a friendly and professional manner, providing product information and answering inquiries about the Boy Scouts organization.
- Maintain a clean and organized sales floor, ensuring that merchandise is properly displayed and stocked.
- Maintain a clean and organized work area.
- Help customers in selecting merchandise based on their needs and preferences, offering guidance and suggestions as appropriate.
- Process sales transactions accurately and efficiently, handling cash, credit card, and other payment methods.
- Assist in inventory management, including receiving, unpacking, and shelving merchandise, as well as conducting regular stock checks and reporting any discrepancies.
- Promote and upsell Boy Scouts merchandise, including uniforms, camping gear, books, and other related products.
- Offer support in organizing and coordinating in-store events, such as badge workshops or promotional activities.
- Stay up-to-date with the latest Scout programs, campaigns, and initiatives to provide accurate information to customers.
- Collaborate with team members to achieve store goals and objectives, maintaining a positive and professional work environment.

REQUIREMENTS

- High school diploma or equivalent.
- Previous retail sales and sewing experience preferred.
- Excellent communication and interpersonal skills.
- Strong customer service orientation with a friendly and approachable demeanor.
- Basic math skills and proficiency in operating cash registers and POS systems.
- Ability to work effectively in a fast-paced retail environment and handle multiple tasks simultaneously.
- Familiarity with the Scouts BSA organization, its values, and its programs.
- Flexibility to work weekdays, weekends, and evenings as per the store's operating hours.

COMPENSATION:

This role is part-time with compensation ranging from \$16.00-\$18.50 depending on experience.

CONTACT INFORMATION:

To apply for this position, please submit your resume and a brief cover letter outlining your experience and passion for the Scouts BSA organization. We look forward to reviewing your application and potentially welcoming you to our team of dedicated retail professionals.

Note: The Scout Store is committed to diversity and inclusion. We encourage individuals of all backgrounds and abilities to apply.

Submit your cover letter and resume to
john.atkinson@scouting.org