



Minsi Trails Council

Position: Part-Time Sales Associate

Position Code: 7641

Compensation: Non-Exempt Level position hourly

Position location: Allentown, Pennsylvania (PA)

The Minsi Trails Council has an outstanding opportunity for a motivated, experienced Sales Associate in a fast-paced, results-oriented environment.

Job Overview:

Contributes to the successful daily operation of the Minsi Trails Council Scout Shop by delivering an exceptional customer experience, transacting sales, receiving orders, stocking shelves, maintaining a clean customer- friendly environment, answering and directing phone calls, and light office work.

This position is a Part-Time hourly position, 18.5 hours a week Monday through Saturday. Hours Flexible.

The individual in this position will:

- Provides excellent customer service in the store and on the phone.
- Processes customer orders through the POS system.
- Process and receive merchant orders
- Maintains a stocked, organized, and clean store and storeroom
- Opens and closes the store as directed by management using the prescribed policies and procedures.
- Safeguards BSA monies and merchandise.
- Ability to assist with office/clerical support

Qualifications/ Experience: The qualified candidate must have:

- Prefer retail experience.
- Customer Service mindset
- Knowledge of Scouting Program preferred.
- Good Communication Skills
- Microsoft Windows knowledge
- Minimum current high school diploma or GED equivalent

Compensation based on retail experience.

How to apply: Submit resume to joshua.mcdaniel@scouting.org

Updated 3/28/2023.