



JOB DESCRIPTION

PROGRAM / DEPT:	Senior Thrift
TITLE:	Administrative Assistant / Clerk
REPORTS TO:	Manager, Senior Thrift
LOCATION:	Senior Thrift, 5518 Woodard Freeland, WA
FLSA STATUS:	Non-exempt
SCHEDULE:	Full- or part-time
WAGE:	\$15.50 - \$20.00 DOE
BENEFITS:	Full-time position is eligible for medical insurance. List of other benefits below.
SIGNING BONUS:	\$500 payable after 90 days of satisfactory performance
TO APPLY:	Send your application and brief letter expressing your interest via email with "ADMIN/CLERK" in subject line to: susan@islandseniorservices.org Link to application is here: ISR-Employment-application-1.pdf (senior-resources.org)
DEADLINE:	Open until filled

- Please carefully review this job description for minimum requirements and qualifications
- For questions regarding the position or application you may call: 360-321-1600 or 360-678-3373

ABOUT OUR ORGANIZATION:

Island Senior Resources (dba ISR/Senior Services of Island County) is the primary provider of resources for seniors, adults with disabilities, and those who care for them in Island County, WA. It is in its 50th year of essential service to the community. For more information about our programs and services visit: www.senior-resources.org.

"I believe in the value of Island Senior Resources; that's why I work here. We improve lives every day for the individuals we serve. Each day when I go home, I know I have made a difference. It's more than a job; I'm doing what I believe in." – (long-time staff member)

We hire people, not just qualifications. We respect and value our differences. We ask questions and listen to points of view until we find the best answers to every challenge. We seek individuals

who can work collaboratively, value input, think creatively, and bring their experience to an environment where expertise is respected, and a desire to learn and improve is encouraged.

Everyone on staff is both a mentor and a learner every day. All of us are passionate about the work we do together and how we care for each other and every person who needs our help.

Our Mission: To provide resources that enhance the emotional, social, and physical well-being of seniors, adults with disabilities, and those who care for them.

Our Vision: Island Senior Resources envisions strong communities where seniors, adults with disabilities, and those who care for them are valued, heard and seen, care for and about, afforded respect, treated with dignity, and supported to live their best life.

Island Senior Resources is an independent nonprofit 501(c)(3) that has been serving Island County since 1972. It is not an agency of local, state, or federal government. Island Senior Resources is the trade name for Senior Services of Island County. We have diverse funding streams including from government sources, charitable foundations, corporations, private individuals and families, and the sales of goods and services.

Island Senior Resources is an Equal Opportunity Employer and does not and shall not discriminate based on race, color, religion (creed), gender, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. We actively seek those with diverse backgrounds and lived experiences who might broaden/deepen our organization's range of perspective to better represent the communities we serve.

POSITION SUMMARY: This position assists the thrift store manager with administrative responsibilities such as reporting, purchasing, printing, data entry, social media, etc. along with providing support in the store handling donations from drop off to sale.

Administrative Responsibilities:

1. Support the thrift store Manager with a variety of administrative tasks.
2. Generate sales reports weekly and monthly.
3. Track the inventory of supplies and purchase items as needed; process the required documentation and reporting for all purchases.
4. Log volunteer hours into the database monthly.
5. Manage the social media accounts for Senior Thrift; create posts and respond to comments.
6. Manage and dispense Petty Cash and issue in-Store Credits.
7. Work with the thrift store Manager to complete and process Incident Reports.
8. Work with the Communications team to create flyers and signs.
9. Other duties as assigned.

Clerk Responsibilities:

1. Provide backup support in all areas of the thrift store from donations from drop off to sale.
2. Accepts or denies donated items.
3. Sorts and processes donated items under the direction of Processing Room Lead.
4. Works with Processing Room Lead to ensure that donated items move smoothly from processing to merchandising.
5. Works with the Processing Room Lead and volunteers to merchandize items.

6. Establishes positive relationships with customers purchasing items and encourages a positive customer service environment.
7. Handles cash in accordance with accepted agency standards.
8. Operates cash register in accordance with store policies and procedures.
9. Supports volunteers in working with Thrift Store customers.

QUALIFICATIONS:

Minimum Education/Experience

- High school degree or equivalent.
- One year experience in a retail and/or office setting.
- Ability to lift and move furniture and other equipment

Preferred Experience

- Two or more years of experience in a retail environment.
- One or more years of experience in an office environment.
- Experience with Microsoft Teams environment.
- Experience working in a thrift-store operation.
- Experience working with volunteers.

Knowledge, Skills, and Abilities

- Proficient with software including word processing, database and reporting, and basic computer design.
- Ability to communicate clearly.
- Ability to multitask.
- Ability to operate a cash register.
- Great people skills.
- Ability to handle traffic on the retail floor.
- Ability to speak with and assist customers while restocking and merchandising the retail floor in a positive and enthusiastic manner.
- Ability to work effectively in a high-energy environment.
- Organizational skills.
- Team player with ability to work with staff and volunteers.
- Strong work ethic.
- Good sense of humor and appreciation for shared laughter, keen sense of optimism, desire to learn from others and share knowledge, enjoys being around people of all ages and backgrounds, solid self-esteem, personal/professional confidence, able to clearly state needs and stand up for self and others.

Physical Demands

- Sitting/standing/walking for full work shift.
- Repetitive movements of upper extremities.
- Repetitive reaching or lifting above the shoulder.
- Frequent stooping or bending.
- Pushing or pulling a weight of 50 lb. or more using tools provided.
- Lifting or carrying a weight of 50 lbs.
- Lifting 30 lbs.
- Climbing stairs.
- Manual dexterity or hand/eye coordination to handle small parts/items.
- Frequent exposure to dust, heights, household cleaning chemicals, and so on.

Special Requirements

- Ability to work onsite at Senior Thrift
- Must have and maintain a valid Washington State Driver's License with acceptable driving record that our insurance company will approve for driving SSIC vehicles.
- Must pass a formal criminal background check as required by RCW 43.43.830.

WORKING CONDITIONS & PHYSICAL REQUIREMENTS:

The Administrative Assistant / Clerk I typically works in thrift store environment and in the Whidbey Island community on behalf of Island Senior Resource and Senior Thrift. Available to work any of the days that the store is open.

EMPLOYEE BENEFITS SUMMARY:

Sick Leave

Vacation Leave

Health Insurance

Supplemental Insurance

Vision Insurance

Dental Insurance

Life Insurance

Employee Assistance Program

Travel Mileage Reimbursement

Public Service Loan Forgiveness Eligibility