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FOR SOCIAL RESPONSIBILITY**

Retail Coordinator

YMCA Blue Ridge Assembly, a historic conference center in Black Mountain, NC, was founded over 100 years ago as a leadership training center. This position provides practical experience and training in the fields of hospitality, non-profit leadership, administration, communications, retail management and entrepreneurialism.

Under the guidance of the Vice President of Advancement, the Retail Coordinator will be responsible for: managing the day-to-day operations of the Mountaintop Café and Gift Shop. Duties to include operating and working shifts, training new employees on drink prep and store and café procedures, ordering merchandise and supplies, keeping accurate inventory and restocking as needed. The Retail Coordinator position will provide administrative support for the YMCA of Blue Ridge Assembly Café and Gift Shop. Responsibilities to include monitoring daily cash flow, maintain records of daily, weekly, and monthly revenue and expenses. This position is in a fast-paced environment, requiring the ability to work in different capacities.

QUALIFICATIONS AND SKILLS

- Four-year college degree (Preferred); or two years of practical work experience in retail.
- Highly organized, detail-oriented and adaptable with proven experience in meeting deadlines while managing multiple projects.
- Must have high-energy, positive attitude, ability to work under pressure.
- Motivation and commitment to work independently and be self-directed.
- High level of office organization and computer proficiency, including all standard business software.
- Ability to work with integrity, discretion and a team-oriented, professional approach.
- Track record of professional and effective verbal and written communication.
- While performing the duties of this job, the employee is often required to: climb stairs, bend, stoop, lift, kneel, twist, reach with hands, sit and stand during shifts.

RESPONSIBILITIES AND APTITUDES

- Excellent organizational, interpersonal, and communication skills.
- Ability to multitask and work in a team setting.
- Outgoing and engaging personality along with the ability to connect with people from a diverse array of backgrounds.
- Willingness to work in a variety of different departments while fostering a collaborative and supportive team environment.
- Collaborate with Supervisor on a sales plan and seasonal merchandising.
- Operate day-to-day management of the store, including scheduling, supervising all staff, opening/closing, and other functions of operations.
- Must be able to work a flexible schedule including evenings, weekends, and holidays as needed.
- Operate the cash register, credit card machine, and other tools needed to assist customers with purchasing.

- Responsible for ordering and purchasing merchandise and coffee supplies for the store. This includes meeting with suppliers, finding new suppliers for future products, managing logistical issues, and handling problems as they arise.
- Organize and track inventory as it's ordered and evaluate the need for re-ordering monthly.
- Track sales daily, weekly and monthly based on expenses and budget expectations.
- Check-in and price merchandise in a Point of Sale (POS) system.
- Regularly organizes and cleans out storage rooms.
- Organizes and cleans coffee area daily, weekly and monthly.
- Organize sales floor and display merchandizing of all items.
- Train staff to help customers with locating items, ringing up sales in the POS system and/or bagging merchandise.
- Brief coworkers about new and incoming merchandise.
- Train staff on cleaning procedures and expectations.
- Create coffee and tea beverages according to specifications and train staff to create beverages according to specifications.
- Communicate and work with Event Coordinators for hours of operation to provide a seamless and pleasant guest experience.

COMPENSATION AND BENEFITS

- Salary will be commensurate with experience.
- Eligible for YMCA Retirement Fund after two years: YMCA Blue Ridge contributes an amount equal to 12% of gross pay to the fund at no cost and without any matching requirement.
- Free meals in our dining facilities whenever conference groups are being served.
- Free family membership to the Y of WNC, after a 90-day review period.
- Health insurance, dental, vision, LTD/STD, and life insurance. Offered after a 90-day review period.
- Eligible for Paid Time Off (23 days).

APPLICATION PROCESS

Interested candidates should send their resumes, along with three references, to the HR/Accounting Specialist, Bruno Vandorsee, at bvandorsee@yblueridge.org.

The application can be also submitted on the link below:

<https://blueridgeassembly.org/join/employment-application>