

## Shop Assistant

**Monday - Saturday**

Volunteer Role Title	Shop Assistant
Location	<b>Vinnies Blackheath</b> 123 Station Street Blackheath, 2785
Service Overview	Vinnies Centres (shops) are a well-established and much-loved part of the Aussie retail landscape. Aside from being op-shop mecca for fans of all things quality and thrift, the Centres often act as a first point of contact for people seeking emergency assistance such as food and clothing; thereby playing a central role to the operations of the Society.
Why we need you	At Vinnies Blackheath, we are currently seeking vibrant volunteers who are interested in making a difference in the community, providing customers with a great shopping experience and assisting in other aspects of Vinnies retail. <b>Volunteers are required any day of the week, Monday - Saturday.</b>
What will you be doing	The Shop Assistant's duties will include the following: <ul style="list-style-type: none"> <li>• Providing customer service to ensure excellent shopping experience.</li> <li>• Stock merchandising.</li> <li>• Processing "new" stock and applying pricing.</li> <li>• Keeping the store tidy &amp; maintaining safe work practices.</li> </ul>
What you need to help	To be successful in this role, volunteers will need to have the following skills, knowledge and experience: <ul style="list-style-type: none"> <li>• Healthy appreciation of volunteering and willingness to work within the ethos of the St Vincent de Paul Society, a lay Catholic organisation.</li> <li>• Previous experience or interest in retail, particularly in visual merchandising.</li> <li>• The ability to work in a team and achieve objectives.</li> <li>• Good time management, presentation and efficiency.</li> <li>• Good organisational skills.</li> <li>• Task orientated.</li> <li>• Creativity and lots of wonderful retail ideas.</li> </ul>
How much time will you spend	The shop is open 9:00am – 4:30pm, Monday – Friday; 10:00am – 3:00pm on Saturday. Volunteer hours are flexible. For those who cannot volunteer for a full day, they can elect to volunteer four hours in the morning or afternoon based on shop's requirements.

How we will help you	<p>Successful volunteers will receive in-house training specific to the role. This training will include:</p> <ul style="list-style-type: none"> <li>• Society orientation.</li> <li>• Retail orientation.</li> <li>• Ongoing support and mentoring from the shop manager.</li> </ul>
Who will help you	The Shop and Area manager will provide relevant training as stated above in addition to ongoing support & mentoring.
How to apply for the role	If this role sounds interesting to you, please call Annie on 02 4782 1068 to organise an interview.
What else you need to help	<ul style="list-style-type: none"> <li>• Volunteers must be able to sign a Good Character Declaration Form.</li> <li>• Provide 2 referees.</li> </ul>
What you will get from the engagement	<p>The successful volunteers will benefit in a range of ways including:</p> <ul style="list-style-type: none"> <li>• Retail experience that will enhance future career prospects.</li> <li>• Working for an organisation that makes a real difference for people in need.</li> <li>• Interacting with like-minded individuals, building friendships and a community while volunteering.</li> </ul>
Start Date	This role is currently open
End Date	Volunteer's availability can be discussed with the shop manager.
Role ideally suits	<p>This role will ideally suit someone who can commit to volunteer for at least 3 - 6 months, one day a week.</p> <p>We believe Vinnies Katoomba is a great place to work as well as shop. Vinnies shops enjoy strong community support and we believe we can maintain that only if our new team is committed, motivated and enthusiastic about volunteering, and customer service.</p> <p>If this sounds like you, we would like to hear from you!</p>
Want to know more?	If you would like to find out more about this role, please call Annie on 02 47821068 to discuss.