



Service Team Orientation

Position: Retail Coordinator

Position Information

- **Reports to:** Service Area Manager
- **Summary:** Service Area Retail Coordinators deliver retail store orders and other items to volunteers at Service Area Meetings.
- **Commitment:** One year term, appointed by the Service Area Manager and/or Membership Manager.



Retail Coordinator Responsibilities

- Coordinate item pick up and delivery with Membership Manager.
 - Deliver items at Service Area Meetings.
 - Collect payment for items and attach to order invoice.
 - Issue receipts to volunteers for merchandise purchased.
 - Ensure that amount of funds collected is equal to invoice amounts.
 - Return payments and invoice to retail store, or submit to Membership Manager.
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Retail Coordinator Core Competencies

- **Girl Focus:** Demonstrates dedication and commitment to guiding girls toward reaching meaningful outcomes through the three keys to leadership: Discover, Connect, and Take Action.
- **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
- **Fostering Diversity:** Understands and embraces human diversity, and promotes inclusion of all people.
- **Oral Communication:** Expresses ideas clearly and concisely.
- **Personal Integrity:** Demonstrates honesty, credibility and dependability.