



Store/Post Office Assistant

This position description is intended to describe the general nature and level of work being performed by people in this category. It is not intended to be an exhaustive list of all responsibilities, duties and skills required of people in these positions.

Work Team:	Business
Reports To:	Holden Store Lead
Position Classification:	Short-Term Staff
Length of Service:	2+ week commitment

POSTION SUMMARY

The Store/Post Office Assistant works with the Holden Store Lead to create a welcoming and hospitable environment in the Holden Store for all who enter.

MAJOR FUNCTIONS (principal duties and responsibilities; such as categories supported, staff size, volume managed, etc)

Specific responsibilities include but are not limited to the following:

- Restock merchandise
- Cleaning the store
- Running the cash register & cash handling
- Bag and sort mail
- Other duties as assigned by the Holden Store Lead

KNOWLEDGE AND SKILLS REQUIREMENTS (position specifications; such as knowledge/education, skills, problem solving/decision making, risk/bottom line results, management responsibility – people and functions)

Specific knowledge and skills include but are not limited to the following:

- Ability to work effectively with guests, staff, guests, and volunteers of a wide variety of backgrounds, skills, ages, and abilities.
- Organizational and computer skills.
- Excellent customer service presence and ability to serve guests and staff with patience and professionalism is required.
- Demonstrated ability to work with use cash registers and handle money accurately.
- Comfort with computers and other technology – a knowledge of or willingness to learn QuickBooks software is required.
- Sound judgment, problem solving, and decision-making abilities
- Able to stand, bend, and lift

COMMUNITY EXPECTATIONS (particular knowledge/skills related to client and/or agency needs)

- Enthusiasm for and ability to work in a remote wilderness setting.
- Pledges to work in ways that support and fulfill Holden Village’s [Mission, Vision, and Values](#) and commits to the terms of the [Community of Practice Agreement](#).
- Abides by Holden Village’s [Community Health Protocols and Practices](#).
- Extends genuine hospitality to all villagers.
- Upholds and works to further Holden Village values of diversity, equality, respect, sustainability, and spirituality as articulated in the [Strategic Plan](#).

COMPENSATION & BENEFITS

As a Short-Term Volunteer, you are eligible for the following benefits:

- Food (three meals/day)
- Housing & utilities
- Free parking at Fields Point
- Access to amazing hiking opportunities, community events, teaching sessions, art studios and other educational opportunities!