



*Supporting Older Adults in Our Community*

## **Job Description**

**Title:** Boutique Shift Supervisor (Part-Time) Frederick, MD  
**Reports to:** Site Director  
**Pay Rate:** \$17.00 per hour  
**Status:** Non-Exempt  
**Schedule:** 20-30 hours per week / Monday through Saturday / Must be flexible

### **About Partners In Care Maryland, Inc.:**

Partners In Care (PIC) is a private non-profit, 501(c) (3) organization offering programs and services that support the independence of older adults age 60-years and older in our communities.

We accomplish this through a unique culture of service exchange where member volunteer their time and talents to help each other with neighborly services such as transportation, handyman repairs, person-centered support, and social engagement. In exchange, members ask for assistance when needed.

### **About the role:**

The PIC Boutique is one of the most noticeable operations of the organization and functions as an integral part of the organization's funding.

The PIC Upscale Retail Boutique offers an exciting opportunity to make a difference by supporting the day-to-day operations of the store. The ideal candidate is comfortable working with the general population, willing to learn and teach, at ease leading others, and the ability to handle multiple tasks in a fast-paced environment.

We are looking for an individual who is committed to excellent customer service, has a positive attitude, and the ability to inspire and motivate our dedicated Volunteers to assist us in fulfilling our mission.

This position requires the ability to work a flexible schedule. As a general rule, the retail store is open during most retail holidays.



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### **Duties and Responsibilities**

- Overseeing merchandise donations, pricing and placement;
- Operating the POS system including opening/closing procedures, daily/weekly and monthly reports, printing price tags as required, etc.;
- Providing training for new volunteers;
- Engaging with and assisting both customers and volunteers with questions or concerns;
- Being familiar with products, sales, discounts, and reward programs;
- Maintaining a clean, orderly and stocked sales floor and back room(s);
- Maintaining a courteous, friendly and professional attitude at all times;
- Working collaboratively with Team Members to complete tasks required to ensure the successful and efficient operation of the Boutique;
- Displaying work habits of regular attendance, punctuality, teamwork, initiative, willingness to learn, dependability and promptness, and the ability to work a flexible schedule;
- Working with Management and Team Members to develop growth opportunities;
- Being familiar with and adhering to all establish policies and procedures;
- Other duties as assigned.

### **Required Knowledge, Skills, and Abilities (KSA)**

- Minimum 2 years of experience managing volunteers.
- Ability to maintain confidentiality.
- Have a creative and strategic mindset.
- Proven 2+ years of experience in retail.
- Knowledge of retail management best practices.
- Professional communication and interpersonal skills.
- Excellent organizing and leadership skills.
- Must be able to stand for long periods of time.
- Must be able to bend & stoop.
- Must be able to pull, and lift up to 40 lbs.
- Microsoft Office Proficient.

### **Comments:**

E.E.O.C.

Qualified Candidates should forward a cover letter and resume to [careers@partnersincare.org](mailto:careers@partnersincare.org) with the job title in the subject line.