



Help build it!

Retail Management Policy, Procedure and Administration Intern (unpaid, for credit – 20 hours/week, flexible schedule)

The volunteer serving in this role will work with the Retail Director to research and list governmental safety requirements for the retail group, develop and implement safety compliance policies and procedures and training materials and tracking to ensure we become and remain fully compliant with all relevant safety regulations and requirements. As a secondary goal, the volunteer serving in this role will also develop and create tracking of non-safety training in customer service, policies and procedures, Store equipment and systems, pricing, merchandising and other needed Store training for staff and volunteers. This volunteer may also be asked to assist the Retail director with other administrative tasks.

Key tasks include:

- Research safety requirements
- Write lists of applicable requirements and needed steps, materials and training needed to comply
- Write draft policies needed to support ongoing compliance requirements
- Find or create training materials
- Work with the Volunteer Coordinator to develop systems to track trainings and certifications received by staff and volunteers
- Develop systems to track periodic safety checks, equipment updates, and materials availability
- Develop other non-safety training materials
- Assist with training staff and volunteers in safety procedures and other required training
- Assist with other administrative duties related to retail management

Skills and Qualifications:

- Strong research skills and an understanding of credible vs. non-credible sources
- Ability to understand, interpret, and collate regulations and requirements
- Excellent verbal English, writing and communication skills
- Collaborative work style, ability to do creative work with others
- Ability to train and teach others including those with more experience
- Interest in management and developing policy/procedures and training others, especially in retail or nonprofit industries is preferred - Business, Management, Organization and Nonprofit Leadership and Public Administration majors preferred, not required