

EMAA Shop and Office Assistant
Eagles Mere Athletic Association

Term: June 20, 2024 – August 11, 2024

The Shop or Office Assistant will be responsible for the sales and customer service at the EMAA t-shirt and the tennis center desk. They will report to the Manager and EMAA Board Members. The assistant will assist with inventory, assisting customers with purchases, and overall upkeep and organization of the shop.

Duties of EMAA Shop/Office Assistant include:

- Be the friendly face of the EMAA T-shirt shop, including helping customers make purchases, accepting money and taking credit card payments
- Process and prepare online orders for pick up or delivery
- Be sure the shop remains neat and organized and that new inventory is stocked when needed.
- Maintain and clean EMAA spaces
- Write ribbons during sports week
- Help with marketing merchandise
- Other duties to be assigned by Board Member in charge of Shop, Jessica Reese
- Represent the EMAA and promote the values of respect, integrity, trust and inclusiveness and demonstrate high moral and ethical standards and participate as an active member of the EMAA staff.
- You will work 4-5 days a week from 12-4 at the t-shirt shop or from 8:45-12:00 at the tennis center.
- At busier times there will be 2 staff members but often you will work independently.

Requirements:

- Experience in retail and customer service preferred
- Knowledge of the EMAA and genuine love and appreciation for Eagles Mere and the values of the EMAA
- Must be available to work the entire season and attend preseason orientation, unless approved by board due to special circumstances
- Creative, energized and hard-working

If interested, please send a cover letter and 1 letter of reference to Caroline Long
CarolineRLong@gmail.com by March 15th.

***Please note that any offer of employment shall be conditioned upon satisfactory background checks as required by PA Act 153.*