



Delta Gamma Center for Children
with Visual Impairments

Shining Light Tree Lot & Holiday Boutique Manager

The Shining Light Tree Lot has supported the mission of the Delta Gamma Center since 1951.

We are looking for a highly motivated seasonal staff member who loves interacting with customers and can motivate volunteers. We need someone who is committed to delivering outstanding customer service for Tree Lot shoppers and a positive experience for volunteers working at the lot.

Do you have a “can do” attitude? Do you enjoy being outside and a little physical labor? Do you believe in the magic of the season? Are you interested in delivering joy to children of all ages this holiday season by making sure they have the perfect Christmas tree?

This is a great opportunity for someone who wants to earn some extra holiday money while feeling good about supporting a good cause.

POSITION SUMMARY

This position is responsible for managing the on-site operations of the Tree Lot and Holiday Boutique to make sure that customers have the best shopping experience ever. The manager and volunteers help families figure out the right tree to fit their home and budget, as well as shop for wreath, roping and boutique items for the perfect gift or holiday decor.

In this role, the tree lot manager will be responsible for the following:

RESPONSIBILITIES

- Manages tree lot and boutique operations during shift hours; opens and closes the lot; creates an atmosphere conducive to the sale of trees and the prevention of accidents by maintaining a neat and tidy lot and boutique; supervises volunteers; manages inventory restocking and watering of trees
- Ensures excellent customer service is provided to assist families with shopping needs including helping customers with selecting and loading trees and other merchandise
 - Greets customers answering questions about trees, boutique items and basic questions about DGC
 - Helps customers select a tree, give the tree a fresh cut, and assists with loading trees into/onto the customer’s vehicle
 - Ensures care is exercised to prevent damage to merchandise or customer vehicles
 - Acts quickly to resolve customer and volunteer concerns

- Assists with monitoring volunteer sign-up and engagement for scheduled shifts utilizing online system; provides onsite training and support to volunteers for their assigned roles
- Ensures the proper receipting of all sales, including proper shift closure and cash handling
- Responsible for the onsite safety and well-being of all customers, volunteers and staff by enforcing policies and procedures courteously and professionally

QUALIFICATIONS

- Excellent communication and interpersonal skills; a welcoming and outgoing manner; great customer service skills
- Previous retail, cash-handling and/or customer service experience is preferred; experience as a Shining Light Tree Lot volunteer is a plus
- Grace under pressure
- A contagious smile and positive attitude
- Resourcefulness and strong problem-solving skills
- Ability to lead and work successfully as part of a team of volunteers
- Experience or ability to learn and assist others with mobile cashier technology

REPORTS TO

Development Manager

TERMS OF EMPLOYMENT

- Position pays \$10 – 15 per hour
- Seasonal part-time position averaging 20 hours per week, must be available Tuesdays through Fridays 3:30-8:30 pm every week during the season, some weekend hours
 - Must be able to commit to the full season – November 11, 2017 (set-up) through December 22, 2017 (or until we sell out)
 - Open to job sharing if you cannot commit to the full schedule
- Must be at least 18 years old, have reliable transportation and pass a background check and drug screen
- Must be able to
 - operate necessary equipment including a chainsaw (can be trained),
 - lift or move 30-70 pounds (trees, equipment, supplies), and
 - stand and be outside for long periods and work around pine and other tree types

THE DELTA GAMMA CENTER FOR CHILDREN WITH VISUAL IMPAIRMENTS

The mission of the Delta Gamma Center for Children with Visual Impairments (DGC) is to help children who are blind or visually impaired reach their full potential through family-centered, specialized services and community support. DGC is a private nonprofit organization located in Richmond Heights, in the central corridor of St. Louis, Missouri, serving families within a 50-mile radius in Missouri and Illinois.

Founded in 1951, DGC provides comprehensive home and community-based early intervention services for children from birth to three years of age and their families. Our teachers and therapists address the complex needs of our clients through a team-based, holistic approach.

In addition to early intervention services, families of children of all ages find reassurance and valuable resources through individual and group family support services. Children ages three through high school participate in our group recreation and developmental support program, designed to develop social and independence skills and participation in community activities.

DGC also provides vision screening services throughout the service area to infants and preschoolers for early detection of vision issues as well as community engagement initiatives directed at increasing acceptance, inclusion and accessibility.

Learn more at www.dgckids.org.

To apply, email a resume and cover letter to employment@dgckids.org.