



P.O. Box 333
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www.stvrainhabitat.org

Job Title: Retail Management Intern
Department: ReStore
Reports To: ReStore Director
FLSA Status: Paid Internship
Prepared Date: 05/17/2023
Duration: 3–6-month term, up to 40 hours per week
Compensation: \$18.50 per hour

Habitat for Humanity is committed to equity, diversity and inclusion in the workplace. Please read more about our commitment and HFHSVV as an equal opportunity employer on our website: www.stvrainhabitat.org/employment-opportunities

Position Summary: The Retail Management Intern will work with the ReStore team to support affordable housing in the St Vrain Valley through the Habitat for Humanity ReStore in Longmont. The Retail Management Intern will work in the following departments: customer service, cashier, e-commerce, marketing, pricing, management, and donation pick up and intake.

Possible workdays will be Monday to Saturday.

LEARNING OPPORTUNITIES

- Teamwork
 - Work with diverse team members
 - Problem solving
 - Listening and communication
 - Collaboration
 - Conflict resolution
- Responsibility and Time Management
 - Following and understanding directions
 - Learning to ask clarifying questions
 - Learning to manage time for individual tasks and daily schedule in a hectic retail environment
 - Balancing deadlines and assignments
- Leadership Skills
 - Learn how to give clear directions
 - Learn about conflict resolution
 - Learn how to delegate and assign tasks for an effective project
 - Public Speaking
 - Critical thinking
- Safety
 - Store safety
 - Loading and unloading safety
- Certifications Available
 - First Aid and CPR

- Inclusive Leadership Training Certificate
 - Retail Management Certificates
- Special Project Opportunities dependent on interest

QUALIFICATIONS AND EXPERIENCES

- 18 years or older
- Volunteer experience with Habitat a plus but not required
- Bilingual English/Spanish a plus
- Be able to commit to a 3-6-month term

PHYSICAL REQUIREMENTS NECESSARY TO PERFORM THIS INTERNSHIP:

- Ability to adequately traverse a cement floor in a retail store.
- Frequent climbing, lifting and carrying items up to 50 lbs., bending, twisting, reaching and other similar activities as required.
- Ability to use large ladders
- May be required to drive company vehicles, which include box trucks (CDL not required)
- Willingness to work weekends, evenings and holidays as required.

WORK ENVIRONMENT AND CONDITIONS:

- Drug and Alcohol-Free workplace
- Majority of day working in a retail environment where doors may be open causing drafts and interior temperature changes
- Varying cement surfaces throughout work environment
- The retail environment can be dusty and noisy and donor vehicles and forklifts may emit gas or other fumes causing an unpleasant odor
- Some time spent at a computer

If you feel you are qualified and wish to apply for this internship: Please submit an Internship Letter of Interest to Ed Kepple, ReStore Manager **via email at** ekepple@stvrainhabitat.org

Candidates for this position will need to be qualified to work under the internship program through Boulder County Work Force. For more information about qualifying please talk with Samara Portis at 303.413.7098 or email sportis@bouldercounty.org