

Title: Shift Lead-Part time (25-30 hrs per week)

Wage: \$14.50

Reports to: Center Manager

Who We Are

Austin Creative Reuse is a 501(c)(3) nonprofit organization. Our mission is to foster conservation and reuse through creativity, education, and community building.

- We collect, distribute, and sell reusable materials donated from industry and individuals.
- We educate the community about how to reduce, reuse, and create in responsible and fun ways. We make instructional kits, have a library of design and art ideas, and share these online and in-store.
- We unite the community by hosting a range of events, activities, and classes that bring people together to build awareness around conscious consumption, sustainability, and art
- We promote awareness of like-minded organizations to reduce overlap and increase awareness of city resources.

What We Offer

- Fun, creative and collaborative environment that will give you a great experience working in the non-profit industry, with a diverse volunteer population.
- Ability to expand role based on interest and skill set. This could include working with social media, fundraising efforts, or workshop and event coordination.

What You'll Bring

We are looking for amazing people with diverse backgrounds and a genuine passion for creativity and reuse. Our ideal candidates will be comfortable talking about crafting materials and dealing with pricing questions. We expect our shift leads to:

- Be outstanding at customer service.
- Have excellent organizational skills and attention to detail, especially dealing with register.
- Have excellent communication skills
- Be able to juggle multiple tasks and work in an active non profit environment

Qualifications

- Previous customer service and cashier experience
- Previous staff management
- Basic computer skills including knowledge of email, Microsoft Office, and google drive
- Minimum: High School Diploma or Equivalent.

What You'll Do

The Austin Creative Reuse Shift Lead is friendly, personable, enthusiastic and knowledgeable about Austin Creative Reuse and our mission. This is a vital role as you will be the main point of contact for customers and volunteers. You will be knowledgeable about the center's goals, both

short and long-term. You will always be a key person for recruiting, training and assisting volunteers. Duties of Austin Creative Reuse Shift Leads include the following:

- Understand short and long-term goals for the center.
- Opens and closes center and assists with all cleaning duties
- Understands, implements and explains all center documentation.
- Directs, trains and engages with volunteers
- Assists and supervises staff members.
- Assists volunteers and staff with pricing and merchandising decisions.
- Processes donations both in bucket section and in workroom
- Assists and screens incoming donations.
- Physical Requirements: Push/pull merchandise with appropriate equipment to and from backroom and sales floor. Lift, place, and arrange items on shelves and racks. Bend down and reach above head. Climb and descend ladder. Stand during an entire shift (other than normal break time).

The above is intended to describe the general content of the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

To Apply

Please submit your resume and tailored cover letter online to info@austincreativereuse.org
We review applications on a rolling basis, so it is to your advantage to apply as soon as possible. We will not consider applications without a cover letter tailored to this position.

At Austin Creative Reuse, we believe that diversity makes us stronger and challenges us to think differently every day. Austin Creative Reuse provides equal employment opportunities to all employees and applicants for employment without regard to race, religion, sex, national origin, age, veteran status or disability.

Learn More

Austin Creative Reuse: <http://austincreativereuse.org/>