



# STORE MANAGER

## Job Description Overview

The overall responsibility of the Store Manager is to help facilitate the safe, efficient, and effective operation of the Camp OTX Store. The Camp OTX Store consists of a wide variety of merchandise for sale including OTX clothing, toys, crafts, snacks, candy, ice cream, drinks, and more. The Camp OTX Store Team is made up of 4-6 college aged young people. The Camp OTX Store Manager has the unique opportunity to use their skills and work ethic to serve the overall mission of Camp OTX.

### **Store Manager Duties include, but are not limited to:**

- Manage a team of 4-6 college aged young people to execute all of the moving parts involved in the Camp OTX Store
- Care and maintenance of all equipment and supplies
- Manage inventory of merchandise and food items, making regular orders to keep items in stock
- Ensure safe and fun environment for the Camp OTX Store every time it is open for campers
- Manage our online store website
- Manage our online order delivery process
- Manage all store customer service through email and phone

### **Store Manager Summer Duties include, but are not limited to:**

- Assist in designing the new store line
- Analyze product performance in the summer to make decisions on purchasing for next summer
- Manage our online store website
- Manage our online order delivery process
- Manage all store customer service through email and phone
- Assist in Camp OTX general administrative duties as needed

The Camp OTX Store Manager must help our other members of the Store team learn valuable lessons in customer service, equipment care, teamwork, and Store operations. All Store Team members play a crucial role in the experience, ministry, and outreach of Camp OTX. **General administrative experience is required. Store front experience is encouraged.**

Finally, the Store Manager gets to work in an exciting, kid-oriented Christian environment alongside talented and passionate college students. The hours are long and the work is challenging, but the job is very rewarding!