



## DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.

14 West Second Street  
Media, PA 19063  
(610) 565-6272

### POSITION DESCRIPTION

**Mission:** The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency.

**Title:** RETAIL ASSOCIATE  
**Work Location:** Nana's Attic Thrift Store  
**FLSA:** Non-Exempt/Part-time  
**Education:** High School Diploma or equivalent  
**Supervisor:** Store Manager

#### **Purpose:**

The Retail Associate supports DAP's mission by providing supportive interaction with community members, donors and victims of domestic violence. This position is responsible for providing a high level of customer service, processing donations and positive interaction with volunteers.

#### **Essential Duties:**

- Ensure a welcoming environment for all who enter the building by greeting visitors and providing quality customer service.
- Opening and closing the store.
- Work on cash register.
- Process and price donations.
- Help maintain inventory control and quality control.
- Assist with annual store inventory.
- Participate in organizational staff meetings.
- Complete and submit time sheets on time
- Other duties as assigned.

#### **Qualifications and Competencies:**

- 1-2 years of retail experience.
- Excellent communication skills.
- Ability to work well with others and uphold a psychologically safe environment.
- Maintain confidentiality and earn respect through consistent honesty and professionalism in all interactions.
- Knowledge of the dynamics of domestic violence preferred.
- Knowledge of M/S Office required.
- Ability to integrate various work responsibilities into a daily routine.

Please sign below:

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Print Name

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Signature

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Date

This position description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice. The Domestic Abuse Project of Delaware County is an equal opportunity employer. All employment is at will and no employment contract shall be construed from any action, document, or statement of the employer.