



Store Director for Friends of Dallas CERT

PURPOSE

The Store Director is responsible for our store including all inventory, ordering, running the store, determining needed items, and accounting.

They report quarterly to the Treasurer who will include their report to the Board. This is not a Board position. They are an advisor to the Board.

This is a volunteer position.

RESPONSIBILITIES / ESSENTIAL FUNCTIONS

The position requires experience in CERT, emergency response and preparedness, and meeting expectations of stakeholders. It is helpful if they have knowledge of a business, store, or similar entity. Basic accounting and computer skills needed.

Responsibilities:

- Manages the inventory in our store. This includes ordering and maintaining inventory aligned to the needs of the Dallas CERT program. This includes selling items at events and training sessions as well as online.
- Recruit volunteers to staff the store and maintain the inventory. They will train them accordingly.
- Seek ideas for needed items from all stakeholders (program manager, instructors, volunteers, Board).
- Provide quarterly accounting and inventory to the Treasurer.
- Submit Texas State Sales Tax as required.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of CERT, the Dallas CERT program and emergency preparedness and response. This includes appropriate items for sale in the store.
- Some knowledge or experience in business, accounting, inventory management, and ordering would be helpful.
- Basic understanding of computer programs such as email and Microsoft Excel.