

Columbia Wings Oregon Chapter “P” Chapter Stores Manager

Job Description

Title Chapter Stores Manager

Department(s) Chapter Staff

Reports to Chapter Director

Job summary

- **Promote and market chapter stores inventory, patches, flags, shirts, etc.**
- **Solicit membership input for new store items, shirts, hats, jackets, etc.**
- **Maintain and update chapter stores inventory on a monthly basis.**
- **Take a leadership roll in bringing new items to fruition.**

Summary of essential job functions

- **Maintain physical possession of chapter stores inventory.**
- **Provide store items for purchase at chapter meetings and events.**
- **Reorder stores inventory as approved by Chapter Director and membership.**

Minimum requirements

- **Maintain an open line of communication with Chapter Director and staff.**
- **Good communicator & good record keeper.**

Abilities required

- **Ability to work as a team member.**
- **Willingness to volunteer your time to the chapter for this position.**
- **Basic knowledge of word processing and spreadsheet software.**

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a chapter member who volunteers for this position. They are not to be construed as an exhaustive

list of all responsibilities, duties, and skills required of personnel so classified. All chapter staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

None