Title: **Retail and Volunteer** **Coordinator**

**Job Status**: Full Time 38.75 hours per week

The **Retail and Volunteer Coordinator’s** primary role is to support volunteers and manage the day-to-day operations of the Health Foundation’s Gift Shop located in the Medicine Hat Regional Hospital. This position is responsible for volunteers, inventory control, accounts payable, merchandising, purchasing, daily reports, budgeting and cleanliness.

**Major Responsibilities**

1. Manage the Volunteer Program

2. Manage the Day-to-Day operations of Gift Shop

3. Administrative

**Specific Duties**

 **MANAGE THE VOLUNTEER PROGRAM**

* Manage and build relationships with present and prospective volunteers.
* Recruit new volunteers.
* Provide effective and ongoing communication with all volunteers.
* Provide training to volunteers.
* Provide recognition and positive reinforcement to volunteers.
* Maintain efficient and detailed volunteer/donor records.
* Maintain volunteer handbook.
* Manage and develop the broader volunteer program.
* Plan and develop a volunteer survey

**MANAGE DAY TO DAY OPERATIONS**

* Sourcing and stocking the gift shop with profitable items.
* Ensure appropriate inventory levels for sales targets.
* Maintain excellent relationships with all vendors.
* Create attractive and effective displays of merchandise in an effort to turn over stock in a timely manner.
* Keep seasonal and all inventory organized, labeled and priced.
* Ensure cash handling management procedures are followed and/or updated and improved.
* Prepare and coordinate bank deposits as needed.
* Maintain daily records of operations.
* Maintain and report monthly financial reports to board and accountant.
* Manage and maintain the Lottery terminal.
* Maintain efficient and detailed records.
* Ensure the Gift Shop is profitable.
* Timely payment of accounts payable

**ADMINISTRATIVE**

* Attend Foundation staff meeting.
* Support Foundation events
* Communication Support
* Foundation financial support and back

***DATE REVISED: May 2025***