PTA STORE COORDINATOR - JOB DESCRIPTION

The PTA Store Coordinator is a voting member of the PTA Board. The coordinator should attend and report at all PTA board meetings. The coordinator is responsible for managing the PTA space, which includes the PTA Store, the Grab and Go and general parent lounge area.

Hours:
5 hours per day, either 8-1, or 11-4 every school day (roughly 185 days per calendar year), Monday through Friday. The store is open during all SAS school days, excluding days which may have conflicting PTA events (such as the PTA Appreciation Tea).

The PTA store coordinator will directly report to the Director of Community Engagement and daily supervision for this role will be handled by the PTA Treasurer and PTA President. Annual reviews will be conducted by the Director of Community Engagement in conjunction with the PTA Treasurer.

The Store Coordinator:

- Oversees the operation of the PTA Store, coordinating and marketing the sales of PTA items and Grab and Go.
- Recruits and trains volunteers for the PTA Store, including managing the organization of the used book bin.
- Manages store volunteer absences by covering the shift or asking for substitutes.
- Is responsible for maintaining the PTA Store volunteer schedule and managing the volunteer WhatsApp group.
- Organizes extra PTA Store volunteers for heavier sales periods at the beginning of the school year and January Orientation.
- Notifies the PTA Store volunteers of events that would affect sales, store closures and/or issues in the PTA Store.
- Ensures all online orders are properly captured, filled and delivered daily. Assures the proper data logging is done.
- Shopify:
    - Maintains PTA products in Shopify system, both online sales platform and POS system. Responsible to add, delete, and/or update pricing as needed.
    - Oversees online sales website via Shopify.
    - Coordinate with Hoe brother to introduce new items in the Shopify system
- Coordinates repairs of PTA store equipment (SAS card reader, the safe, iPads, etc.)
- Coordinates PTA Store sales during the August Welcome Week and January Orientation.
- Coordinates the end of year sales mid-month in May with final approval from the Executive Committee (Exec board).
- Is responsible for keys to the PTA Sales Office at all times. These keys are kept at the front desk in the main office at all times.
- Reconciles the store register and prepares the weekly store deposit for the PTA treasurer. Troubleshoot any discrepancies and notify the Treasurer of any issues.
- Notifies the Treasurer or PTA President regarding complaints from parents regarding quality or other problems that indicate an issue with PTA sales.
- Reviews store procedures, manuals and forms and makes improvements/changes where necessary. Coordinates with the Treasurer or PTA President when necessary before changes are made.

- Drafts announcements for eNews regarding PTA Store events/closures and forwards them to the Secretary for inclusion.
- Works with Publicity chair to proactively advertise and promote PTA items in school media, PTA media outlets and via backpack mail when appropriate.
- Point of contact for parents asking questions in the PTA Office. Provides clarification or name of PTA Board Member who handles the event.
- Sits on Booster/PTA Design team committee to develop new spirit items and make purchases in line with Booster sales and PTA budget.
- Submits a year end summary report to the Treasurer in May.

Inventory Duties:

- Is responsible for reordering items on an as needed basis within the established budget and with Treasurer approval. The coordinator is responsible for presenting to the PTA Executive Board new items for approval.
- Manually counts inventory receipts to receive inventory and is responsible for organizing and safeguarding the store inventory.
- Is responsible for keeping an accurate inventory at all times.
- Conducts two inventory counts per year (November and May) with the PTA Treasurer present and presents findings to the PTA.
- Also conducts the end of school year physical inventory jointly with the incoming Store Manager in the presence of PTA Treasurer and submits findings to PTA Treasurer for audit purposes.