**Shop Manager (Part - Time)**

**Portland Gear Hub**

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| **Date Posted:** | December 10, 2013 |
| **Position:** | Part-Time Shop Manager (20 hours/week) |
| **Organization:** | Portland Gear Hub – Camp Ketcha |
| **Start Date:** | January 6, 2014 (can negotiate earlier start date) |
| **Location:** | Portland, Maine |
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The part-time Shop Manager will coordinate operations in the Portland Gear Hub (PGH), an outdoor gear thrift store and rental library; which includes, bicycles, cycling clothing and accessories, camping gear and apparel, cross country skis, ice skates, and snow shoes. The PGH is an auxiliary business of Camp Ketcha with the purpose of supporting program expenses of Camp Ketcha and the Community Bicycle Center (CBC). The Shop Manager will operate the retail and rental programs of the PGH. The position is part-time with the capacity to grow into a full-time position.

Located in the basement of the YMCA of Southern Maine in Portland, Maine, the Portland Gear Hub is a partnership between Camp Ketcha and the Community Bicycle Center. The Shop Manager will be an employee of Camp Ketcha and work at the PGH shop. The manager will report to the PGH Director and the Portland Gear Hub Advisory Committee.

**Required Qualifications**

* College Degree (equivalent) or higher
* Ability to repair outdoor gear and bicycles
* Experience in retail sales (ideally outdoor gear and/or bicycles)
* Valid Driver’s License

**Desired Qualifications**

* Experience in retail store operations and practices.
* Experience in displaying retail sales merchandise.
* Experience pricing new and used outdoor gear, bicycles, and outdoor/cycling clothing and accessories.
* Ability to solicit products and donations from manufactures, vendors, clubs and the general public.
* Experience supervising volunteers.
* Familiarity with related sustainability, safety and health issues.
* Familiarity with Microsoft Office, Adobe design products, and Google Office programs.
* Ability to work collaboratively with youth, staff, volunteers and community organizations.
* Demonstrated ability to work with diverse people while observing sensitivities and differences.
* Ability to foster an environment of empowerment and cooperation.

**Job Tasks**

* Oversee all facets of the shop operations including shop upkeep, bike and outdoor gear repair, and the rental library.
* Lead development and implementation of marketing plan
* Maintain shop and library inventory including online marketing.
* Maintain and expand inventory of new and used equipment.
* Knowledge of pricing and appropriate margins for inventory.
* Volunteer Management to support the needs of the PGH.
* Work with and give direction to part-time student employees.
* Field inquiries from patrons about the PGH, Camp Ketcha, and the CBC.
* Attend committee meetings and report on shop operations.
* Handle any monies, receipts and associated paperwork.
* Participate in assessing the needs of the PGH through data collection and giving and receiving feedback.

**Compensation:** $12 - $15 hourly based commensurate on experience.

**To Apply:**Please submit the following documents in .doc or .pdf format to [bburkett@campketcha.org](mailto:bburkett@campketcha.org)

* A cover letter responding to the following prompt: “The Portland Gear Hub was founded as an auxiliary business to generate revenue to support the mission programs of Camp Ketcha and the Community Bicycle Center. We are seeking an applicant who understands the mission and guiding principles of each organization. How does your experience and passion relate to supporting these two missions through managing the Portland Gear Hub?”
* A resume
* Three work-related references including names, current addresses and telephone numbers

See more information and updates at www.portlandgearhub.org

**Additional Information for Shop Manager job applicants:**

The Portland Gear Hub Shop Manager is an employee of Camp Ketcha. This is an hourly part-time position for the PGH shop that began November 1, 2013 as a partnership between Camp Ketcha and the CBC in the basement of the Portland branch of the YMCA of Southern Maine.  The PGH Shop Manager will be supervised directly by the Camp Ketcha Programs Director and will work closely with community volunteers including the PGH Advisory Committee. The position will be reviewed in six months post hiring.

Environmental Characteristics

The Portland Gear Hub is a partnership between Camp Ketcha and the Community Bicycle Center housed in the Portland YMCA of Southern Maine. The PGH is an auxiliary business of Camp Ketcha to support the respective mission programs of Camp Ketcha and the Community Bicycle Center. Outdoor gear is donated by local community members, organizations, and businesses. The revenue from the sales and rentals of outdoor gear will be used to maintain the operations of the shop, and provide funding for youth development programs of Camp Ketcha and the Community Bicycle Center.

This position requires awareness and passion about social and environmental sustainability, local economics and gear mechanics, cooperative management and collective decision making.  Operating a shop to these standards in an institutional environment and larger community takes tenacity and passion.  The position involves both working closely with volunteers and members and providing the shop with organizational leadership. Successful candidates will be interested in working hard and being flexible in order to get things done.

A successful candidate will be familiar with and have an understanding of and desire to implement the mission and vision and long-term goals of the Portland Gear Hub; openness to learning and trying new approaches; and the ability to work unconventional hours when necessary. Please look through the rest of the PGH website for more information. We look forward to reading your application!