

# RETAIL EXPERIENCE INTERN 2

Last revised March 1, 2013.



**This internship does not establish an employment relationship with Free Geek.**

**Candidates who have funding from other organizations are welcome to apply, but funding is not required.**

## *ABOUT FREE GEEK:*

Free Geek's mission is to recycle technology and provide access to computers, the Internet, education and job skills in exchange for community service. When people donate their unwanted computers and other consumer electronics to us, we refurbish what we can and responsibly recycle the rest. We have about 600 active volunteers, most of whom are eligible to receive one free desktop system per year. We support our annual budget of \$1.3 million almost entirely through our Thrift Store, online sales, recycling income and direct financial contributions from the general public.

## *ABOUT THE INTERNSHIP:*

You will spend your time in the high-volume, high-energy environment of the Free Geek Thrift Store. You will provide basic support to Thrift Store staff in assisting customers and creating a safe, welcoming and well-stocked retail experience.

## *TIME COMMITMENT:*

8-20 hours per week for 8-12 weeks. **Please note: You may have other specific time requirements if you are completing this internship as part of a school or agency program.**

## *DETAILED RESPONSIBILITIES:*

- Process, price and shelve incoming products.
- Assist in the cleaning and maintenance of the store.
- Answer routine customer questions.
- Provide a safe and welcoming retail environment to customers of all abilities/experience.

## *ESSENTIAL QUALIFICATIONS:*

- Ability to consistently follow policies and procedures.
- Fluency in spoken and written English.
- Good interpersonal skills.
- Demonstrable self-motivation and personal initiative.

- Reliability and punctuality.
- Aptitude for operating standard office software (word processing, spreadsheet, data entry).
- Ability to lift and carry up to 40 pounds on a regular basis.
- Other work-readiness skills appropriate for an entry-level position.

*EXPECTED LEARNING OUTCOMES:*

- Confidence interacting with unfamiliar people.
- Understanding of basic principles and practices of retail operations and customer service.
- Basic understanding of different kinds of computer components and peripherals.

*OTHER BENEFITS:*

- 20% volunteer discount for all purchases in Free Geek Thrift Store.
- After 24 hours of service, eligible for a free desktop system.
- Connection to a broad and vibrant professional network.