

**Student Labor Position Description**  
**PeaceCraft**

- Position: Assistant Manager (Grade 3)  
(Can be upgraded if student is willing to take on more responsibility.)
- Reports to: Store Manager
- Hours: 48 hours per month, 12 hours per week  
3 four-hour shifts (10 am – 2 pm or 2 pm - 6 pm) Mon-Sat  
Minimum commitment: 1 academic year
- Job description:
1. Greet and assist customers.
  2. Ring up sales on the computer cash register.
  3. Learn product and producer information, PeaceCraft's mission, policies and procedures. Share information with customers and general public.
  4. Unpack, price and display merchandise as needed.
  5. Perform light office work (e.g. filing, data entry, word processing).
  6. Perform related duties as assigned (e.g. dusting and vacuuming).
- Qualifications:
1. Willingness to promote the mission of PeaceCraft & fair trade.
  2. Able to learn policies, procedures and product information.
  3. Basic computer skills or willingness to learn.
  4. Enjoy interaction with a wide variety of people.
  5. Be dependable, punctual & trustworthy.
  6. Sophomore or higher grade.
- Educational Benefits:
1. Learn how market economics affect people who live and work in the developing areas of the world.
  2. Discover how fair-trade is helping to improve the lives of many in the developing world.
  3. Gain valuable work skills in the areas of customer service, merchandise display, marketing & advertising, inventory control and basic cash handling procedures.
  4. Acquire vast amounts of knowledge about indigenous cultures around the world
  5. Find out about ancient craft production techniques and how they are being utilized in the developing world to produce contemporary handcrafted products while preserving the artistry of ages past.
  6. See how plentiful, renewable and environmentally safe resources are turned in to finely crafted items that bring much needed income to the artisans without destroying the environment.