



Merch Manager Job Description

JOB DESCRIPTION

- Will be on full time staff
- Will be on the Support Counselor Team
- Will lead age groups ranging from 16 to 18 years old
- Will do all the inventory of the merchandise
- Will take all the online orders, fill and mail them
- Will make runs into the post office
- Will be accounting for and responsible for the money that goes in and out of the merch side of the general store
- Will facilitate customer service questions regarding BR Merch
- Will run the BR Merch social media account
- Will assist in the JC Red T Shirts collection, washing and distribution
- Will market items
- Will make parent calls about media orders that were not picked up

ELIGIBILITY:

- Must have a vehicle
- Must have basic computer skills
- Must have leadership skills and experience
- Must have organization skills and experience
- Must have graduated High School
- Must be proficient with money
- Must be customer-service minded
- Must be able to conduct inventory and place orders
- Must sign and comply with the Brookhill Ranch Code of Conduct
- Must complete a health evaluation 2 weeks prior to the session hired
- Must have good time management

EXPECTATIONS:

- Must agree to a background check
- Must be able to submit to and work for authority
- Must be able to work the full time required by Brookhill
- Must be able to attend the staff training required by Brookhill
- Must be respectful and professional with campers, parents, other staff members and administration
- Must conduct him or herself in a manner that is in accordance with the standards set forth by Brookhill Ranch
- Must love, train and disciple JC's
- Must have marketing skills
- Must understand and support the values and mission of Brookhill Ranch



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