

**APPENDIX E: ASSOCIATE DESCRIPTIONS**

**Administrative Associate Description and Agreement**

**Desired Qualifications**

- a. Meet all the requirements of a Volunteer at the Marine Gift Shop.
- b. Ability to supervise volunteers.
- c. Familiarity or ability to learn Microsoft (Excel, Word and Office).

**General Responsibilities**

- a. Report to the Assistant Manager.
- b. Read and sign this Administrative Associate Description (to be kept in the personnel file).
- c. Schedule at least two full shifts per week and one full Saturday per month.
- d. Be available to work shipments, special events, and annual inventory.
- e. Attend Marine Gift Shop Associate and volunteer meetings.
- f. Notify Assistant Manager or Volunteer Coordinator when unable to meet work commitment and communicate any planned leave dates.
- g. Adhere to the Marine Gift Shop dress code while working in the Marine Gift Shop.
- h. Comply with regulations outlined in the Marine Gift Shop Standard and Daily Operating Procedures.
- i. Complete cash register training and be competent in usage.

**Specific Responsibilities**

- a. Assist Director of Operations and Assistant Manager in preparing and completing daily tasks.
- b. Be knowledgeable about Marine Gift Shop inventory in order to answer customer and volunteer questions.
- c. Assist the Director of Operations and Assistant Manager with administrative duties such as filing, typing, and organizing.

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Associate                      Date

\_\_\_\_\_  
Director of Operations                      Date