

## **Covenant Homeschool Resource Center- CHSRC is hiring**

Covenant is looking for a flexible, personable, and friendly former homeschool parent, homeschool graduate student, or a current homeschool parent who is near the end of their homeschooling career to perform bookstore duties at our resource center. Even if the organizing, re-stocking, and pricing of books will be the main duty, our bookstore assistant will need to be ready to help assist new and experience homeschool families as needed.

**Job title:** CHSRC Bookstore Assistant

**Hours:** We are open Tuesday-Friday from 10:00 am-3:00 and occasional Saturdays. This is a part-time job, usually about 20-24 hours a week during low demand seasons. Hours will increase during the summer or during special events such as testing and our annual Open House.

### **Job requirements:**

- To physically be capable of lifting boxes around 30 lbs.
- Ability to prioritize.
- Ability to learn new technology as needed.
- Knowledge of various homeschooling curriculums, basic knowledge of homeschooling laws, transcript making, teaching styles, etc.
- Ability to help and encourage new and veteran homeschoolers from many different walks of life.
- Good communication skills, including answering phones.
- Flexible personality as job duties may change as need arises.
- As stated in CHSRC's by-laws employees need to follow a Christian Statement of Faith.
- To direct volunteers helping with pricing, shelving of books and general organization the bookstore.

### **Job Duties:**

- Accepting donations, pricing books and shelving books.
- Ordering curriculum from vendors.
- Completing inventory of new books once a year.
- Cleaning and dusting resource center as needed.
- Serving customers with information about homeschooling, encouragement, teaching styles, finding books, testing, classes, transcripts, etc.
- As needed, collecting payment from customers, entering sales on QuickBooks (our accounting system)
- Creating purchase orders and other documents on QuickBooks, as needed.
- Able to represent Covenant at homeschool friendly events.
- Supervising and guiding volunteers working, pricing, or organizing books in the bookstore.

If interested contact Janet Forte at (602) 277-3497 or [janet@chsrc.org](mailto:janet@chsrc.org)