



Volunteer Position Description

Title AFTCO Sales Volunteer

Importance of the position to the Franciscan Renewal Center

The Franciscan Renewal Center is committed to the support of the Apache Indians at the San Carlos and Whiteriver Reservations. As part of our support, we periodically have sales for retreats and locally at the FRC to sale the crafts supplied by the Apache. This is our way to support the culture as well as the economic health of the Apache.

Responsible to Sales Coordinator AFTCO

Definition of Duties

- Sale of AFTCO crafts at FRC functions and retreats
- Setting out the merchandise and cleaning up at each sale
- Counting of Cash Box
- Operation of Credit Card Machine
- Knowledge of Apache Crafts and Culture that supports many items
- Filling out sales receipts with Inventory information complete
- Reconciliation of Cash and Credit Card Receipts when sale is completed

Length of Commitment: One year

Time Required: 4 hours per sale

Qualifications

- Good Interpersonal skills
- Rudimentary inventory understanding
- Basic math skills for reconciliation
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Training Provided

- **Documented procedures and training from Sales Coordinator**

Evaluation Completed after every sale with Sales Coordinator