



Volunteer Position Description

Position Name: Online Merchant

Location: Atlanta Community ToolBank Warehouse, 410 Englewood Ave SE, Atlanta, GA 30315

Length of Term: 3 months, followed by performance based review for an additional term

Time Commitment: 1-2, four-hour shifts weekly (Open Monday-Friday, 8:00am-5:00pm)

Reports to: CJ Clark, Facility Manager.

Purpose of Position:

The purpose of the Online Merchant position is to raise funds for the general operating budget of the Atlanta Community ToolBank.

Key responsibilities:

- Listing various items for sale on E-bay, Amazon, or Craigslist
- Researching items to be sold
- Creating listings that stand out
- Packaging and mailing sold items
- General record keeping for items sold

Qualifications:

- Computer skills
- Knowledge of E-bay – Amazon and Craigslist
- Attention to detail
- Patient and honest

Miscellaneous

- Must understand and commit to the Atlanta Community ToolBank Mission, Vision and Value Statements
- Able and willing to work in a warehouse space that is not temperature controlled
- Instruction and guidance will be available as needed
- Clothing should be clean and comfortable.

Compensation & Benefits

- This position is a volunteer position