

**PROPOSAL FOR STAFFING AT PEACE OFFERINGS**

April 25, 1994

submitted by Ruth Foster

Currently Peace Offerings is staffed by one part-time person working 20 hours a week. Last year the store was run by two part-time staff. Since the store has been experiencing financial difficulties we are not able to afford the staffing levels of the past. However, the day to day running of the store is time consuming and is making it difficult for me to focus on promotion and buying -- the things that are needed if the store is to make a profit this year. Therefore I propose:

1. The store manager hours be shortened from 20 hours a week to 15. The job would be to coordinate all aspects of running the store and do all purchasing and promotion.
2. An additional staff person (volunteer coordinator) be hired at 10 hours a week to oversee the volunteer staffing of the store and see that the daily financial records be kept and deposits made.
3. I would take on the bookkeeping duties for an additional 2 1/2 hours a week.

This would add 5 hours a week to the budget of Peace Offerings -- an estimated \$2,000. This would come from an additional \$1500 in income from sales and a reduction of \$500 in office expenses.

I will submit the job descriptions of each of these positions at the next meeting for approval.

This document is housed in the records of the Social Justice Center (APAP-177) in the M.E. Grenander Department of Special Collections and Archives, University Libraries, University at Albany, SUNY.

Job descriptions

Peace Offerings Manager:

Promotion including mailings, placing advertizing, tabling

Coordinate events

Oversee all store operations. Supervise staff, monitor day to day volunteer scheduling and finances.

Financial oversight, store books, bills, sales tax

Ordering

Inventory, labeling, pricing,

Display

Cleaning

Coordinate work with SJC

Train volunteers

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Volunteer Coordinator

Daily scheduling

Daily finances

Help with display, cleaning, inventory, labeling and pricing

Help train volunteers

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Bookkeeper

Books

Bank statements

Payroll

Pay bills

Deposits and records of donors

Year end reports

Billing groups