YMCA AT VIRGINIA TECH

Boutique and Collectibles Intern

FEDERAL WORKSTUDY ELIGIBLE STUDENTS ONLY

Overview:

Title:	**Boutique and collectibles Intern**
Hours per week:	**10 hours**, on average
Rate of pay:	**$20.00 per hour**
Time period:	2025/26 academic year
Schedule	Flexible; some evenings and weekends may be required
Positions:	1 positions available
Synopsis:	Curate, research, and sell various higher-end novelty, one-of-a-kind, collectible, and clothing items.

Job Description

Summary

The Y at VT offers meaningful paid internship positions that provide students with hands-on experience, applying concepts learned through coursework to real-world situations.

Reporting to Thrift Shop leadership, the Boutique and Collectible Interns will maximize sales-related revenue in order to fuel the Y's community outreach projects. The position will be devoted to strengthening the Y's Best Boutique (YBB), which caters to collectors, connoisseurs of exceptional deals, and individuals seeking hard-to-find novelties. Items are listed on various platforms, some of which might include Amazon, eBay, Poshmark, and our own YBB e-commerce site.

Responsibilities:

- Curate high-end and/or exceptional products for the YBB
  - Identify and price items sourced from Thrift Shop donations
  - Conduct research on items and determine accurate pricing
  - Validate / certify brands, as may be appropriate
- List / post items on the most appropriate site(s)
  - Provide captivating pictures and compelling descriptions
  - Highlight feature items periodically
  - Maintain fresh look of the YBB
- Fulfillment
  - Develop, implement, and oversee the fulfillment system
  - Track sales and ensure orders are being fulfilled
  - Appropriately prepare, package, and ship sold items
- E-commerce customer service

- Engage and communicate with customers after consulting with supervisor
- Respond to inquiries as appropriate
- Manage receipting system

Experience and Qualifications:

- Strong interest in thrifting, collectibles, and sustainability initiatives
- Complete assignments on time and work within tight deadlines
- Demonstrated commitment to working collaboratively with colleagues and other community organizations
- Comfort with on-line tools and resources
- Attention to detail
- Proficiency with Microsoft Office Professional Suite
- Excellent oral and written communication skills

At the YMCA at Virginia Tech, strengthening community is our cause. Since 1873 we've worked side-by-side with our neighbors, volunteers and partners to build community in the New River Valley through leadership, learning, and service; providing opportunities for individuals and families to learn, grow, and thrive. We strive to build community by:

- Nurturing the potential of children and young adults through academic enrichment, after-school, and leadership development programs
- Improving the health of well-being of individuals and families within the New River Valley through continuing education, food security, and wellness programs
- Leading by example as a socially responsible organization offering community recycling programs, promoting a sustainable food system, providing meaningful volunteer opportunities, and serving as a philanthropic partner for mission advancement.

Join us in creating lasting personal and social change throughout the New River Valley as a member of our staff team. To learn more about the YMCA at Virginia Tech, our programs and services please visit www.vtymca.org.

TO APPLY:

Review of applicants will begin immediately. Please send cover letter and resume to ron.ovelgoenner@vtymca.org; include "Boutique and Collectibles Intern" in subject line. Feel free to call (540) 961-9622 with questions.