

Proclaiming Grace Outreach

- Thrift Spot Lead Manager
- Up to 32 hours per week (to include every other Saturday)

Weekday duties will include but not be limited to (with assistance of volunteers when available):

- Oversee all paid staff and volunteers.
- Oversee the daily operation of the Thrift Spot.
- Brief and provide direction to volunteers and staff as needed for each week.
- Train volunteers, make aware and enforce policies and procedures.
- Have an organized plan each week to ensure all are on task for the Saturday opening. (When volunteers are low, this means more physical work for the manager. Currently and until new staff is added and trained, this means stocking and preparing certain areas).
- Communicate with the director and other onsite managers/employees.
- Ensure things are orderly which will include frequent change in display.
- Keep you eyes open for ways to improve sales and customer service.
- Do you best to instill these values into our volunteers.
- Keep pricing rooms and office clean and organized.
- Create signage for weekly sales, organization and for customer knowledge.
- Maintain a positive work environment for everyone.
- Condense tubs of items and place them appropriately in both buildings.
- Coordinate with the Executive Director, accepting and assigning hours for all community service workers.
- Create a working weekly schedule for all Saturday workers (staff and volunteers). This will be done after above items are mastered.

Required skills and experience:

- A good working relationship with the director and other onsite managers.
- Communication and organizational skills.
- Experience in managing volunteers/different personalities.
- Applicant must have a working knowledge of general retail prices.
- Ability to tolerate interruptions throughout the day.
- Ability to tolerate hot and cold temperatures.
- Ability to be on your feet for 8-hour days as well as lift 30 pounds.
- Creativity is a plus.

Saturday duties will include but not be limited to:

- Supervise all employees, volunteers and community service people.
- Ensure a proper set up and close down of the day's activities.
- Respond to and troubleshoot Point of Sale System activity.
- Respond to and troubleshoot any customer issues.
- Greet all and be the welcoming face of our non-profit.
- Ensure that all end of day funds are transferred to the proper person.
- Ensure all applicable people are paid from the work fund.

******Background check will be performed upon hire.**

Submit resume and cover letter to Melanie King at
mking@proclaiminggraceoutreach.com