

**Lead Manager Position Opening**  
**Proclaiming Grace Outreach**  
**Grace Village location (15730 Pocahontas Trail, Lanexa, VA 23089)**

26 - 35 hours per week to include a fixed schedule of Monday, Tuesday,  
Wednesday, Thursday, and every other Saturday.

**Job Requirements:**

Must be able to lift up to 30 pounds.

Must be able to work well with a TEAM of people toward our common goal of helping those in need.

Must have good communication and organizational skills.

Must be able to tolerate a variety of personalities.

Must be able to lead, train and maintain a positive work environment.

Must be able to tolerate both hot and cold temperatures as a portion of this work is outside.

Basic computer skills are a must.

**Job Overview:**

In conjunction with a team, this position is responsible for overseeing the day-to-day operation of our thrift store operation. You will be working closely with staff and volunteers to ensure a tidy and presentable set up for our Saturday openings. Creative thinking is a plus. Good people skills are a must. This position answers to our Executive Director/Board of Directors. This is an active position requiring you to be on your feet most of the day. This position also requires successful operation of our Point of Sale (register) System after appropriate training.

If you have a desire to work hard, have fun, and make a difference in the community, this is the place for you!

Please send a resume to [Execdirector@pgova.org](mailto:Execdirector@pgova.org) or feel free to call Melanie King, Executive Director at (757) 741-5070. Please leave a message and your call will be returned.

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

**Learn more about our non-profit at [Pgova.org](http://Pgova.org). Visit and like us on Facebook at Proclaiming Grace Outreach.**