



## Thrift Store Manager

Love It Again Thrift Store is owned and operated by Love In the Name of Christ, a 501(c)(3) non-profit organization. Love INC's Mission is to mobilize local churches to transform lives and communities in the Name of Christ. The store supports the Mission and Values of Love In the Name of Christ by:

- Helping with financial support for Love INC operations
- Serving our neighbors in need
- Creating service opportunities for our volunteers
- Offering a unique shopping experience for our community

### Thrift Store Hours of Operation:

Wednesday-Friday: 10:00 AM - 5:00 PM  
Saturday: 10:00 AM - 3:00 PM

### Reports to:

Executive Director, Love In the Name of Christ

### Purpose:

Manage day-to-day operations, the receiving and sale of inventory, and volunteers under the direction of the Executive Director, reflecting the mission and vision of Love INC of South Wood County to maintain a Christian atmosphere in the store.

### Hours:

30 hours per week, with flexibility

### Rate of Pay

\$15.75 per hour, Nonexempt Management

### Responsibilities

- Oversee the receiving, recycling, and disposal of donations.
- Oversee the sales floor management, warehouse inventory, and volunteer training.
- Oversee the execution of budget policies, promotional, and staffing strategies.
- Oversee the measurement of set goals and report them monthly to the Executive Director and Executive committee.
- Oversee the safety and cleanliness of the store and the warehouse.
- Work with the Executive Director to plan an annual budget, review financials, and set monthly, quarterly, and annual goals.
- Work with the Executive Director to ensure policies promote and financially support the mission of Love INC and encourage redemptive compassion.
- Work with the Executive Director to set policies for financial growth and create new volunteer opportunities.

- Oversee the training of all volunteers to resolve problems and concerns in order to maintain positive relationships between volunteers, customers, and donors.
- Oversee training in Christian-based customer service skills, specific job skills, and in redemptive compassion.
- Oversee volunteer hours are recorded and reported to the Love INC office.
- Oversee each day's earnings are counted and recorded by acceptable accounting procedures.
- Oversee each day's cash is deposited in the Love It Again bank account.
- Work with Household Items Ministry to provide furniture inventory for Love INC clients.
- Work with Love INC to provide inventory for GAP ministries.
- Ensure rent is promptly paid for building and warehouse use each month.
- Other tasks assigned by the Executive Director.

### Qualifications

- Personal relationship with Jesus Christ and agreement with the Apostles' Creed.
- Associates Degree in Business/Management-related field or equivalent in certifications.
- Four to six years of work experience in the areas of retail or as a manager or assistant manager (preferred).
- Knowledge of managing staff.
- Knowledge of using a cash register and preparing daily deposits.
- Knowledge of using Microsoft Excel.
- Basic accounting skills.
- Effective time management skills.
- Effective verbal and written communication skills (in-person, phone, phone messages, text, email).
- Effective interpersonal skills.
- Ability to lift 30 lbs consistently throughout the workday.
- Ability to creatively problem-solve to meet organizational needs.

### To Apply

Submit a cover letter, 3 references, and resume to [info@loveincswc.org](mailto:info@loveincswc.org).