

POSITION DESCRIPTION

Title: Thrift Store Manager
Reports to: Administration & Finance Director (AFD)
Date: 02 2024

FLSA Status: Hourly
HOURS: 30-35/week

Position Purpose

The Thrift Store Manager is responsible for the management of the Brewster Thrift Store with minimal supervision or guidance. This position requires the recruitment of and the working with a core group of volunteers to staff the store; maintaining inventory including sorting donations by their salability, storing donations in an organized manner for efficient stocking of the stores and purging the inventory of items that are not sellable. The manager is responsible for the basic advertising for the Thrift Store. This position supervises the Thrift Store Assistant.

Core Competencies

Trust and Integrity: Is widely trusted to keep confidences, adhering to a transparent set of personal and professional values that are congruent with the ministry of FPBUU.

Interpersonal Relationships: Exudes a natural sense of care for the well-being for others. Builds and maintains effective and constructive relationships inside and outside of the congregation, communicates with clarity, sensitivity and an awareness of appropriate boundaries.

Conflict Management: Recognizes and resolves conflicts effectively and in a timely manner, applying principles of active listening and equity.

Organization and Planning: Organizes volunteers, funding, materials and support to accomplish multiple, concurrent goals and activities.

Vision and Purpose: Demonstrates a commitment to and knowledge of Unitarian Universalist principles and values.

Volunteer Support: Identifies talent and recruits capable people into roles that match their abilities, while offering opportunities for growth. Clearly outlines areas of responsibility.

Essential Job Functions

Volunteer & Staff Supervision: Supervises the Thrift Store Assistant. Oversees the staffing of volunteers for the Brewster Thrift Store at FPBUU, which includes scheduling, recruitment and training of new volunteers as needed. Works with other church staff and key lay leaders to identify potential volunteers. Organizes social gatherings throughout the year for the volunteers to connect and team build.

Financial Support: Turns over proceeds to the bookkeeper in a timely manner. Manages adequate cash banks for the store and a record of daily income and expense. Schedules sales and promotions as needed.

Communication: Places announcements in the church publications to inform and promote the store. Uses social media, the Brewster Thrift Store website and other external media to increase exposure.

Thrift Store: Sorts and processes all donations, discarding what is unacceptable. Keeps an inventory of store donations. Stores excess donations until floor space allows for them to be displayed.

Property Management Support: Maintains sheds for storing excess donations. Establishes an appropriate cleaning schedule for the Thrift Store to ensure a clean, inviting environment for the public. Monitors the physical condition of Dawes Hall and reports any issues to the AFD.

Materials/Supplies: Orders and maintains retail supplies. Informs the AFD well in advance when paper supplies need to be ordered. Places orders for other items to be sold in the Thrift Store as needed. Recruits donations of goods and services from within FPBUU and the larger community.

Resource Management: Maintains binders of operating information for the Thrift Store. Evaluates donations to determine appropriate price structure and seeks outside consultation as needed.

Position Requirements

Skills & Knowledge	Minimum Experience	Minimum Education
<ul style="list-style-type: none"> ● Ability to lift a minimum of 50 lbs. ● Knowledge of all aspects of general administration, including financial management, accounting and reporting. ● Ability to use verbal and written communication effectively across all constituencies. ● Understanding of Unitarian Universalist principles, including demonstrated competency in anti-racism, anti-oppression, and multiculturalism. 	<ul style="list-style-type: none"> ● Three to five years of management experience, preferably in a religious or non-profit organization. ● Experience supervising staff and volunteers. 	<p>Either:</p> <ul style="list-style-type: none"> ● a BA or BS degree, or ● the equivalent combination of education and business experience.