

Wesley Mission Center
Empowering People on Their Journey to Self-Sufficiency and Wholeness

Job Description
Thrift Store Manager

Position Purpose: To ensure the integrity and success of the mission by providing faithful oversight of the daily operations of the Wesley Mission Center Thrift Store.

Duties

- Provide supervision and leadership for all volunteers and staff, including recruitment, training, scheduling, and vision.
- Oversee effective procedures for receiving, sorting, and selling of donated items to achieve maximum benefit to the mission.
- Daily cash handling duties.
- Ensure safety and cleanliness of sales floor and receiving area.
- Model integrity and grace when responding to a diverse population that includes customers, clients, donors, volunteers, community partners and co-workers.
- Handle all customer, volunteer, and staff concerns.
- Foster open and optimistic communication for volunteers, customers and contributors.
- Assist in marketing and fundraising efforts, volunteer appreciation events, public relations, and communication of events.
- Attend staff and volunteer meetings and events as requested.

Skills and Experience

- Retail or resale management experience, including cash handling, personnel issues, and customer service
- Experience leading volunteers
- Strong decision making skills
- Excellent internal and external customer service skills required
- Ability to delegate to and supervise others.
- Ability to lift at least 25lbs and carry out position requirements of twisting, pushing, pulling, walking and standing for extended periods of time.
- Bilingual Spanish/English is a plus, but not required

Spiritual Gifts

Administration, Leadership, Hospitality, Service, Helps, Mercy, Discernment

Supervision

This position is supervised by the Wesley Mission Center Executive Director.

This position supervises staff and volunteers.

Terms of Employment

Full Time – Requires some flexibility in hours as needed to accomplish the goals of the organization.