



Donation Ministry/Thrift Store Manager

Job Description

Reports to: Executive Director

Oversees: Assistant Store Managers, Volunteers

Purpose: Candidate will provide leadership and management of the donation ministry of Love INC of Oceana County. This includes management of the Love INC Thrift Store and the donation receiving area that serves both the thrift store and our Love INC ministry pantries.

Skills and Gifts: Candidate needs to be creative, outgoing, compassionate, and have experience in a retail setting. Employment at Love INC requires a strong faith in Jesus Christ, with the ability to share that faith and embrace the philosophy of the Love INC ministry. Being a team player that can work well within a group is a must.

Other necessary skills include:

- Ability to relate well to people
- Computer skills in word processing and spreadsheets,
- Good verbal skills in speaking with individuals and groups
- Detail oriented
- Understands financial and budgeting concepts
- A sense of humor

Responsibilities:

- **Administration**
 - Oversee volunteers in the thrift store and the donation receiving area
 - Responsible for tabulating daily cash receipts and make a cash deposit at the end of each business day.
 - Supply a monthly and yearly report of store activity by utilizing basic computer skills to enter or oversee the entering of daily/monthly sales information.
 - Provide information for newsletters, post signs and ads for weekly or monthly specials.
 - Provide leadership of safety regulations relating to working in the store and with donated product.

- Ensure all individuals/businesses who make donations receive receipts/thank yous.
- Attend Love INC staff meetings as scheduled
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- **Volunteers**
 - Maintain positive and encouraging relationships with volunteers in the donation receiving and sorting areas as well as the thrift store.
 - Develop and maintain weekly/monthly volunteer schedule guidelines to ensure proper coverage, timely opening/closing and cash register coverage of the thrift store.
 - Spend time working side-by-side with the volunteers to ensure consistent practices and procedures; and provide support and encouragement.
 - Coordinate work times and tasks for individuals and groups (i.e. church groups, community groups, community service people, school groups, camp groups, etc.)
 - Assign and supervise volunteers that are in charge of specific items and areas of the store (i.e. books, clothing, greeting cards, toys, antiques and collectibles; as well as receiving, sorting and stocking).
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- **Other**
 - Oversee efforts to keep the store and donation receiving/sorting areas neat, clean and organized.
 - Arrange and maintain relationships with other resale stores and missions that can receive excess merchandise from the store.
 - Ensure regular rotation of store merchandise by going through all items in the store every month checking for accuracy of pricing, appropriate tags, and current styles.
 - Spend time at the cash register to interact with customers and to check on pricing consistency.
 - Coordinate set-up for special sales (Christmas, back-to-school).
 - Create or assign responsibility for holiday displays or special occasions.

Schedule: This is a 40 hour/week position, two Saturdays a month will be required.

At this time Love INC of Oceana County is not able to provide insurance benefits.



Employee Job Application Love INC of Oceana County

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip _____

Home Phone _____ Work Phone _____

Cell Phone _____ Email _____

How did you hear about this job opportunity? _____

Education

Year Completed	School	Degree	Major
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Education and Training (list year, organization, topic(s))

Fluent Languages

Employment Experience

Year(s)	Employer Name	Position Title	Location
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Other Experience (list year, organization, position)

May we contact your present employer? Yes No

If Yes, supervisor name and phone_____

If No, please explain_____

Annual Salary_____ Reason for Leaving_____

Do you have the legal right to work in the United States? Yes No

Have you ever worked for Love INC before? Yes No

If Yes, list job held and date/place_____

Have you ever been terminated or asked to resign from a position? Yes No

If yes, please explain_____

Have you ever been convicted of a crime? Yes No

If yes, please explain_____

If you require accommodations (under the American Disability Act) for interview processes, please describe the reasonable accommodations you are requesting:

Christian Faith

Please take a moment to answer the following questions that will help us evaluate Christian compatibility.

Are you presently attending a church? Yes No

Name of Church, Address, Phone, and Pastor's Name

Please provide a personal statement of your relationship with Jesus Christ:

Why do you want to work for Love INC? Please attach cover letter and resume.

References

List four persons familiar with your capabilities. Do not list relatives.

Name	Years Known	Organization	Position	Phone

Spiritual References

List two persons familiar with your Christian faith. Do not list relatives.

Name	Years Known	Relationship	Phone

Signature

By submitting this application for employment, I agree to the following terms.

I certify that the information on this application is correct and that if any information is untrue I may be disqualified from employment, or, if hired, I may be dismissed. I give Love INC permission to verify my employment history and to solicit and secure other information that may be required to determine my suitability for employment. Further, I release all parties and persons from any and all liability for any damages that may result from furnishing such information to Love INC as well as from the use or disclosure of such information by Love INC or any of its agents, employees, or representatives.

In consideration of my employment, I agree to conform to the rules and standards of Love INC, as amended from time to time at Love INC's sole discretion. I further agree that my employment and compensation may be terminated at will, with or without cause and with or without notice, at any time, either at my option or at the option of Love INC. I also understand that all offers of employment are conditioned on the receipt of satisfactory response to reference requests and the provision of satisfactory proof of an applicant's identity and legal authority to work in the United States.

Name_____ Date_____

Please return this application by mailing, faxing or emailing.

By mail: 191 N. Michigan Ave. Shelby, MI 49455

By fax: (231)861-5619

By email: info@loveincoceana.org