

## JOB POSTING

### Thrift Shop Manager

Please email resume and cover letter to Jenny Boyer at [jboyer@laurel-house.org](mailto:jboyer@laurel-house.org) no later than January 15 2012.

Full-time position in Lansdale area. New, non-profit second hand store opening.

#### **Responsibilities:**

- Recruit and train and supervise volunteers that will be working in the store.
- Manage donations and ensure that donors are properly acknowledged.
- Manage shop finances (nightly register tally; timely bank deposits; convey needed information to Laurel House finance staff). .
- Work with landlord to ensure that the building and front of building are properly maintained, both for appearance and safety as well as for efficiency.
- Provide marketing support for the shop to potential donors and shoppers, via posters, submissions to local news media, outreach to other businesses and so on.
- Work closely with program staff to ensure the needs of our clients are being met.

#### **Required Skills and Experience:**

- High School Diploma or GED.
- Minimum of 2 years experience in retail management required; preferably in a thrift, resale or consignment shop setting.
- Basic knowledge of domestic violence and sensitivity to the needs of battered women, or an interest in this area, and a willingness to learn.
- Supervisory Experience required; Experience with volunteer management preferred.
- Strong organizational and hands-on management skills.
- Excellent written and verbal communications skills.
- Basic book-keeping and computer skills
- Ability to be flexible on work hours (some evening and weekend work).
- Ability to work with diverse populations.
- Ability to work independently and with minimal supervision, coupled with the ability to take direction and seek supervision when needed.
- Marketing experience.
- Strong “people skills”; excellent customer service skills.

As with all other Laurel House employees, this position is held to the standards outlined in the Laurel House Personnel Manual. The Conflict of Interest policy outlined in the agency Personnel Manual will apply. **Laurel House will not discriminate against a staff member because of race, disability, color, creed, religion, sex, age, sexual orientation, national origin, ancestry, citizenship, veteran status, martial status, political belief or non-job related factors in hiring, promoting, demoting, training, benefits, transfers, lay-offs, terminations, recommendations, rates of pay or other forms of compensation. Opportunity is provided to all staff based on qualifications and job requirements.**