

**Project Safe, Inc.****Position: Thrift Store Manager–Danielsville**

Responsible To: Associate Director

Hours: Requires flexibility, but typically Tuesday-Saturday. The manager's schedule should balance consistent presence during busiest days with time for administrative/promotional activities on slower days and periodic work with volunteer groups.

Part Time 25 hours per week

Salary: \$20-21/hour

Paid vacation and sick leave, 403b retirement plan

Project Safe, Inc.'s thrift store is the only public location for our organization and plays a vital role in PSI's mission to end domestic violence in Madison, Oglethorpe, Oconee and Clarke Counties. Through public and private donations, the thrift store supports survivors' transition to safe independent living and works with numerous community stakeholders and organizations to effect positive change. The Danielsville store opened late August, 2025 and the manager will oversee the growth of sales and relationships in the community.

**Responsibilities****Thrift Store Responsibilities:**

- Commit completely to Project Safe's mission and values, consistently modeling those values as a collaborator and leader and incorporating those values into work expectation of other Thrift Store Staff and volunteers
- Create an environment where new ideas and opinions for improving store profits and customer relationships are encouraged
- Oversee the daily operations of the thrift store including opening and closing procedures, cash handling, and daily register reconciliation of sales reports and bank deposits
- Supervise the lifecycle of donated goods (receiving with gratitude, inspecting, sorting, pricing, and tagging items to prepare them for the sales floor as bulk or special price items) through a system that allows multiple staff, interns or volunteers to participate in processing donations in as timely a manner as possible
- Supervise and schedule all thrift store staff for adequate coverage and support of the thrift store
- Serve as an effective liaison between organizational leadership and store staff, clearly communicating in a manner to build trust and promote shared values and purpose
- Provide regularly scheduled individual supportive supervision to store staff
- Motivate store team members and volunteers to promote a friendly and collaborative work environment that welcomes customers, donors, and clients alike
- Work closely with the Donations Manager to schedule pickups, multiple recycling initiatives and maintaining the flow of goods throughout the store
- Implement promotional sales events and assist in social media updates to drive customer traffic

- Ensure survivors and customers with vouchers receive items at no cost
- Review and submitting timesheets for store employees to the Associate Director
- Prepare and provide monthly sales report to the Executive Director and Associate Director
- Communicate regularly with the Associate Director regarding the needs of the store

#### **Community Collaboration Responsibilities:**

- Build strong relationships with donors and the public, acting as an ambassador for Project safe's mission to work to end domestic violence
- Collaborate with the Volunteer and Student Experience Director to recruit, train and retain volunteers at the Thrift Store
- Manage the scheduling of special events and community initiatives to be held at the thrift store or alternate location
- Utilize social media platforms to highlight thrift store merchandise and special events/sales opportunities

#### **Qualifications:**

- Proven experience in retail management or a similar environment, with a track record of supervisory experience
- Experience managing hard and soft goods
- Proficiency with Square POS
- Knowledge of resale markets, vintage and antiques a plus
- Understanding of domestic violence and/or trauma survivors a plus
- Experience with MS office and/or Google programs (docs, sheets, google meet)
- Excellent written and verbal communication skills
- Excellent organization skills required
- Able to develop a strong commitment to Project Safe's mission and values with an appreciation of and respect for diversity when interacting with clients, staff and interns.

Please submit a cover letter and resume to the Executive Director, Joan Prittie, at [jprittie@project-safe.org](mailto:jprittie@project-safe.org). No phone calls, please.