

## **Project Safe, Inc.**

### **Position:Thrift Store Manager–Athens**

Responsible To: Associate Director

Hours: Requires flexibility. Typically Tuesday–Saturday alternating periodically with Monday–Friday or Sunday–Thursday. The manager’s schedule should balance consistent presence during busiest days with time for administrative activities on slower days and periodic work with volunteer groups.

Full time, Exempt

Salary: 41,000-45,000

Paid vacation and sick leave, paid health insurance, 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 within the Athens-area and surrounding communities. 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 manager ensures that the store meets financial goals while cultivating a welcoming space for customers, donors, staff and volunteers.

## **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:**

- Represent Project Safe well to the community, customers and partner agencies
- 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
- Identify new relationships and cultivate ongoing community partnerships
- Utilize social media platforms to highlight thrift store merchandise and special events/sales opportunities

### **Qualifications:**

- 3+ years of experience of retail management experience at the assistant manager position or above
- Experience managing hard and soft goods
- Proficiency with Square POS
- Knowledge of resale markets, vintage and antiques a plus
- Knowledge of domestic violence and/or trauma survivors a plus
- Knowledge or experience working with the homeless community 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.