



Job Description: Heart-to-Heart Thrift Store Assistant

Overall Summary: This part-time position provides support for management and assistance with oversight of operations for the Heart-to-Heart Thrift Store of Love INC that serves the Hamilton/Allegan area. Specific areas of focus include: coordination of donation intake, processing, and pricing; oversight of general store maintenance and store marketing/communications; volunteer leadership. This position reports to Heart-to-Heart Store Manager.

Qualifications/Character:

1. A mature Christian faith based upon an active and growing relationship with Jesus-aiming to support the mission/vision of Love INC
2. A desire to serve, a heart for building relationships, a commitment to strengthen Love INC's investment in the community
3. Exemplifies strong leadership, communication, and organizational skills
4. A team player with the desire to build, motivate, and manage effective teams
5. Compassionate, encouraging, detail-oriented
6. Proficient computer skills, specifically with email and Microsoft Office

Job Responsibilities:

1. Staff and volunteer leadership
 - a) Build positive relationships with staff and volunteers; encourage team toward common mission/vision
 - b) Provide coverage of volunteer hours as needed
 - c) Open/close the store as needed
 - d) Assist in providing training, support, and delegation to staff/volunteers in the areas of sales, donation intake/processing, store maintenance/staging, and communications as needed
 - e) Support consistency of store policies/procedures
2. Oversight of donation intake, processing, and pricing
 - a) Assist with and oversee donation intake process as needed
 - b) Ensure maintenance of pricing system for incoming donations is accomplished
 - c) Achieve proficiency with cash register/check-out process in order to confirm pricing consistency
3. Oversight of general store maintenance and store marketing/communication
 - a) Promote vision for store staging and merchandising
 - b) Contribute to store marketing efforts via various media outlets that include online, social media, and various printed publications as needed
 - c) Coordinate general store maintenance projects that include cleaning, organizing, exterior appearance, and landscaping
4. Administration and other responsibilities
 - a) Assist in coordinating communication with area businesses and organizations regularly to advertise store events, to share the mission/vision of Love INC, and to foster relationships within the community
 - b) Support Store Manager with additional tasks as needed
 - c) Coordinate set-up for holidays and special occasions (Christmas, toy sale, back-to-school, etc.)