



## JOB DESCRIPTION: THRIFT MANAGER

### General Description

This position will be responsible for:

- † Managing the various components of daily operations of the thrift store including retail, production and ministry.

### Well Core Values

The qualified candidate will be aligned with the Well's Core Values:

<p><b>JESUS CENTERED</b></p> <ul style="list-style-type: none"> <li>• We proclaim Jesus as Lord and Savior.</li> <li>• We follow the spiritual disciplines (spend time in the Bible, prayer, fasting, fellowship, worship, confession, personal reflection, Sabbath, service, solitude, submission, giving).</li> <li>• We seek Jesus in our personal journey, we recognize the journey with Jesus is unique to us, and we celebrate the work He's doing through us.</li> <li>• We seek Jesus and allow ourselves to be led by the Spirit.</li> </ul>	<p><b>SERVANT HEARTED</b></p> <ul style="list-style-type: none"> <li>• We display the Fruits of the Spirit (Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-control) Galatians 5:22-23</li> <li>• We equip others to serve.</li> <li>• We help others even when it is uncomfortable.</li> <li>• We serve for the benefit of others by putting their needs ahead of our own.</li> </ul>
<p><b>RELATIONAL</b></p> <ul style="list-style-type: none"> <li>• We are active listeners who are present in the moment.</li> <li>• We are willing to step toward a new relationship and engage with people not like us.</li> <li>• We get to know and speak positively about our teammates, we're vulnerable, we encourage them, and we spur them on.</li> <li>• We seek to understand our differences and believe the best in others.</li> <li>• We maintain healthy boundaries with others.</li> <li>• We quickly resolve conflicts, and we give grace when others mess up by following Matthew 18.</li> </ul>	<p><b>KINGDOM MINDED</b></p> <ul style="list-style-type: none"> <li>• We have the eyes to see individuals and how God created them – we are made in God's image. Genesis 1:27</li> <li>• We are unshockable in what the world throws at us.</li> <li>• We focus on God's glory and maintain an eternal mindset.</li> <li>• We have a goal of advancing the gospel on earth and reaching the lost.</li> <li>• We desire to partner with other kingdom minded organizations.</li> </ul>
<p><b>STEWARPLY</b></p> <ul style="list-style-type: none"> <li>• We believe that The Well is God's, and we are to faithfully steward its resources (Time, Talent, Treasure).</li> <li>• We see our role within the ministry as a calling and stand firm in that calling.</li> <li>• We are passionate about and advocate for the mission of the Well through words and actions.</li> <li>• We offer prayers for the ministry, those we serve (clients, volunteers, donors, and partners), and our teammates.</li> <li>• We move forward as a united team when a decision is made.</li> </ul>	<p><b>GROWTH MINDED</b></p> <ul style="list-style-type: none"> <li>• We seek the Spirit's leading, and our growth is dependent on our obedience.</li> <li>• We have a desire to be a life-long learner.</li> <li>• We are open minded and seek to understand the ideas and perspectives of others.</li> <li>• We recognize that personal growth feeds organizational growth.</li> <li>• We are open to change and encourage creativity and idea sharing.</li> </ul>

### **Desired Skills and Character Traits (1 Timothy 3:1-13)**

- † Servant-minded and submissive in spirit
- † Hospitable & welcoming
- † Able to respond with sensitivity
- † Team player
- † Exemplary integrity and work ethic
- † Teachable spirit
- † Discerning in conversations
- † Eagerness to contribute
- † Flexibility
- † Disciplined with time and effort
- † Organized, detail oriented, and process focused
- † Able to maintain confidentiality
- † Professional
- † Develops others
- † Fosters Connection

### **Desired Spiritual Gifts (1 Corinthians 12:1-31; Romans 12:1-21)**

- † **Administration:** Able to develop and manage people and organizational systems
- † **Exhortation:** Able to encourage and motivate volunteers, donors, and supporters; gracious with others in all situations
- † **Serving:** A focus on meeting needs, both in those we serve and those that serve alongside us
- † **Leadership:** Able to lead others by example with clear direction and wisdom
- † **Hospitality:** Develops an invitational and welcoming culture

### **Key Areas of Responsibility**

#### General Responsibilities

- † Collaborate with Director of Retail in displays, layout, branding and marketing efforts
- † Direct social media publications that align with marketing plan
- † Responsible for managing reporting from POS and Excel sales tracking
- † Will manage operation to reach sales and budget projections
- † Provide spiritual leadership to Thrift team

#### Manage Thrift Store

- † Implement and carry out the lean principles of production
- † Maintain and direct receiving donation process at the donation door
- † Coordinate and/or oversee the furniture pick-ups and deliveries
- † Uphold the Purpose statement of The Well through branding, customer interaction and shopping experience

#### Personnel Management

- † Equip, train, and manage staff, service groups and weekly volunteers
- † Ensure team time keeping is completed for payroll and volunteer management
- † Collaborate with Volunteer Coordinator to schedule and plan for large service groups

#### Other requirements

- † Ability to see in color vision, to read and to hear instructions from others; to regularly stand, use hands at counter height for grasping, holding and reaching and to lift up to 50 pounds; to occasionally, bend, kneel and climb stairs and lift up to 75 pounds.
- † Will be required to become fork-lift and personnel-lift certified (training provided)
- † This position may include evening or weekend hours as needed
- † Will require general knowledge of computers and be able to use Office 365 and other basic business software.