



3700 Galley Rd. Colorado Springs, CO 80909 www.elifenetwork.com

Life Network exists to cultivate a community that values life through the love of Christ

FAMILY THRIFT STORE ASSISTANT DIRECTOR

Life Network Family Thrift Store (FTS) seeks a highly motivated, experienced retail professional to manage the day-to-day operations. This high energy, hands-on position requires an excellent customer service background, strong communication and multi-tasking skills, strategic thinking and scheduling flexibility. This position offers an exciting opportunity to utilize a passion for ministry within the marketplace.

CLASSIFICATION

Full-time at 40 hours per week. Pay range: \$17.00 - \$20.00 per hour. Flexible schedule from Monday through Saturday. Reports to FTS Director.

This position is eligible for benefits: medical, dental and vision, life insurance, retirement plan match, paid time off and holiday pay.

RESPONSIBILITIES

- Learning all facets of the thrift store industry, including how to measure and track key metrics, as well as mastering sorting, pricing, and merchandising principles.
- Developing working strategies that promote revenue and profit goals
- Supervising and participating in daily operations, ensuring staff and volunteers adhere to established routines and policies
- Assumes the lead on store condition, maintaining an always ready-for-business platform
- Performs basic bookkeeping and accounting functions.
- Maintains inventory of supplies while actively controlling expenses
- Actively works along-side staff and volunteers in the production area and the sales floor, including the cash register
- Interacts with customers in a positive manner and sets the example of superior customer service
- Leads volunteers and staff in stand-up meetings and prayer
- Ensures new volunteers receive a proper welcome, orientation and training
- Trains and supervises staff and volunteers on the sales floor and production area
- Works with the Volunteer Coordinator to ensure the store is properly staffed
- Participates in budget and strategic planning
- Performs all duties and training assigned by FTS Director
- Participation by all staff is required at Life Network's major events

EXPERIENCE

- 2+ years of retail supervisory experience a must
- Thrift store experience a plus but not required

QUALIFICATIONS:

- Strong advocate for sanctity of life issues
- Possesses strong Christian testimony with evidence of Christian maturity in personal and professional life
- Active commitment in a local church
- Agrees with Life Network's mission statement and statement of faith
- A passion for the ministry of Life Network and a heart for reaching our community/world with the Gospel of Jesus Christ
- Exceptional interpersonal, organizational and communication skills, both oral and written, with a high degree of professionalism and maturity
- Self-starter, owning a sense of urgency, organized and highly productive
- Able to multi-task and prioritize assignments
- Passionate about maintaining standards and training others
- Ability to make rational decisions in a hectic retail environment
- Coaches and leads with humility, a Servant Leader
- Exemplifies a strong work ethic with a desire to grow and learn new skills
- Can work a flexible schedule
- Demonstrates qualities of initiative, teamwork and a cooperative attitude
- Willing to use personal vehicle that meets Colorado safety standards, as well as maintain a valid Colorado Driver's License, car registration, and car insurance to meet travel requirements of the job
- Able to lift 50 lbs. on a regular basis

CONTACT INFORMATION

Please send cover letter, resume and completed application to Luz Davidson, Operations Manager, HR@elifenetwork.com or Life Network, 3700 Galley Rd., Colorado Springs, CO 80909.