

# Broad View United Thrift Store

## Volunteer Coordinator / Store Manager

Located on St. Aidan's Street in Gordon Head, the Broad View United Thrift Store is a not-for-profit enterprise supporting the compassionate work of Broad View United and it provides support to a number of charitable organizations in Greater Victoria. Our values are Hospitality, Inclusiveness, Spiritual Growth and Reaching Out.

We are open two days per week (soon to be three) and have about 30 active volunteers.

We are looking for an enthusiastic, empathic and creative individual to take on a paid part time position (30 hours per week) working with volunteers in the operation of the Thrift Store.

This is a salaried position (\$40,000) with benefits after completion of a probation period. If this fits with your current commitments then please outline your experience in an email to our board chair at [wafosdick@gmail.com](mailto:wafosdick@gmail.com).

To know more about Broad View United Thrift Store, you can visit <https://www.broadviewthriftstore.com/>



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### **Responsibilities:**

- Recruit, orient and support a cadre of volunteers and build on their knowledge and experience
- Engage customers and volunteers in a manner that reflects respect, careful listening and peaceful resolution
- Oversee all aspects of merchandising including: processing, layout, displays, pricing and signage and ensure consistency of merchandising
- Maintain contact lists and communicate regularly with volunteers.
- Collaborate with the Fellowship team and support the growth of community within the store;
- Develop a social media presence to attract volunteers, draw in new customers and sell unique articles through on-line channels
- Distribute donated goods to support local, regional and international initiatives
- Track sales, expenditures, inspection, incident and additional reports needed to operate the Thrift Store

### **Qualifications:**

- Ability to listen, collate ideas and engage older volunteers in new undertakings
- Demonstrated business experience and/or course work in marketing, merchandising, bookkeeping and human resources or related fields
- Experience with customer service, sales, marketing, and cash handling
- Proficiency in POS systems and store management and basic math skills payroll and budgeting purposes
- Desktop self-sufficiency (word, excel, PowerPoint) and the ability to interact with people in-person, small groups; by phone and on-line

