

Position Description  
**Helpful Shop Manager**

Position Reports to: Rector  
Part-time, hourly, non-exempt, at will, year-round

*Last updated: October 9, 2018*

**Summary:** This position is responsible for the efficient operation of a thrift store primarily through the training and leading of volunteers in all aspects of shop operation. Oversees and manages the operation of the Helpful Shop.

**Essential Duties and Responsibilities:**

- Establishes procedures for opening, closing, receiving, sorting, pricing and displaying donated items.
- Arranges shops tasks into a manageable time discrete segments allowing for delegation to volunteers.
- Recruits, trains, schedules and supervises volunteers in shop operations and equipment.
- Oversees the premises, arranges for cleaning and maintenance, and orders all supplies.
- Markets the Shop to maximize donations, volunteers, and customers.
- Develops, implements, and monitors budget.
- Accounts for all monies accepted and dispersed
- Assures safety of facilities; incorporates practices to prevent injuries to volunteers, the public and self.
- Maintains a working relationship between the Shop and the Church.
- Performs other related duties, as required.

**Knowledge and Skills**

- Knowledgeable of retail business and marketing basics.
- Skill in the motivation and supervision of volunteers.
- Good communication skills both verbal and writing.

**Education and Experience**

- High School Diploma or equivalent (GED)
- Valid CA Driver's License
- Good retail experience, supervisory experience preferred.

**The Reverend Tracy J. Wells Miller, Rector**

125 Canterbury Drive, Aptos, CA 95003

Mailing Address: P.O. Box 188, Aptos, CA 95001

831-708-2278

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*The Mission of the Episcopal Church of St. John the Baptist is  
to equip our members for life and service to others  
through our ministries in Santa Cruz County and the wider world.*

**Physical Demands:**

Able to lift at least 20 lbs over moderate periods of time.

**Hours of Work:**

The Helpful Shop Manager will work a total of 16 hours per week.

**Compensation:**

Hourly wage: \$18 - \$22, depending on experience and performance

To apply, please submit a cover letter, resume, and names and contact information of last three employers and/or work associates (i.e. co-workers) to St. John's rector, Mtr. Tracy Wells Miller, at [rector@st-john-aptos.org](mailto:rector@st-john-aptos.org) or P.O. Box 118, Aptos, CA 95001. (We do not receive mail at the church's physical address.)

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