

DOMESTIC ABUSE PROJECT OF DELAWARE COUNTY, INC.

14 West Second Street
Media, PA 19063
(610) 565-6272

Job Description

Title: Assistant Manager of Donations and Inventory
Location: Nana's Attic Thrift Store/ Broomall PA
Reports to: Thrift Store Manager
FLSA: Part-Time/Non-Exempt (20 hours per week)

The Domestic Abuse Project of Delaware County (DAP) works to prevent domestic violence and empower victims to move towards self-sufficiency. DAP provides counseling, advocacy, legal services and emergency shelter to victims.

The Assistant Manager of Donations and Inventory reports directly to the Thrift Store Manager and is a part-time position and key member of the thrift store staff. Ideal candidate will have an understanding of and sensitivity to domestic violence issues and victims of abuse.

ESSENTIAL DUTIES:

- Process and price donated items.
- Responsible for inventory control.
- Responsible for quality control.
- Assist with annual store inventory.
- Maintain relationships and work to increase number of donors and consignors.
- Assist in networking with churches and businesses for donations.
- Responsible for opening and closing the store as scheduled.
- Provide oversight for daily operations of thrift store.
- Supervise volunteers as needed.
- Make daily bank deposits and prepare daily receipts as needed.
- Maintain appearance of store.
- Assist in the planning of special events to attract customers. e.g. Customer Appreciation Day, Prom Sunday.
- Assist with consignments as needed.

OTHER DUTIES

- Submit bi-weekly timesheets for all staff.
- Participate in staff meetings, in-service trainings, and events as appropriate.
- Other duties as assigned.

EDUCATIONAL REQUIREMENTS: HS diploma, Bachelor's Degree preferred.

KNOWLEDGE/SKILLS REQUIRED:

Must have valid driver's license and ability to drive to work or take public transportation. Able to lift 50 pounds. Knowledge of and experience in retail industry, supervisory experience is a plus, strong organizational and management skills, computer literate, excellent communication skills, ability to work independently, ability to work with diverse staff, volunteers and donors.

Signature

Date