

Job Description—Thrift Shop & Administrative Coordinator

St. Augustine's Episcopal Church, Kapa'au, HI

St. Augustine's Episcopal Church seeks a coordinator to assist with Thrift Shop operations and church administration.

Thrift Shop operations: Work with church leadership to coordinate volunteers, manage inventory, oversee shop upkeep, and assist with Thrift Shop special events. **Church administration:** Work with church leadership to monitor phone and email communication, print materials for events, and monitor supplies for the Thrift Shop and church.

Job duties

- **Coordinate Thrift Shop volunteers** - Coordinate schedule and supervise Thrift Shop volunteers. Ensure volunteer tasks are completed satisfactorily from week to week. Serve as the point person for volunteers and work with church leadership to ensure mission alignment, close communication gaps, and resolve operational problems. Maintain a shared online list of volunteers with phone numbers, emails, and emergency contact information. Work with church leadership and volunteers to assess and fill gaps in the Thrift Shop's volunteer pool. Gather volunteer activity data and provide monthly reports (number of volunteers, number of hours worked).
- **Manage Thrift Shop inventory** - Monitor donation inflow and work with volunteers to clear excess inventory and garbage.
- **Coordinate Thrift Shop maintenance & cleaning** - Work with volunteers and St. Augustine's Buildings & Grounds team to assess maintenance, cleaning, and safety issues.
- **Assist with Thrift Shop special events** - Provide support for special events that include the Thrift Shop (Annual Bazaar, MamaJam, Keiki Giving Spree, special promotional sales).
- **Monitor phone and email** - Check church answering machine for messages. Return calls related to the Thrift Shop; relay other messages to the appropriate person. Check admin@staugustineskohala.com. Answer emails related to the Thrift Shop; forward other messages to the appropriate person.
- **Print materials** - Print materials for the Thrift Shop, including signage, price lists, and promotional posters for Thrift Shop events or special sales.
- **Monitor supply levels** - Maintain an inventory of Thrift Shop and church supplies; monitor supply levels and send requests to order as necessary.

Requirements

- Skilled in communication, with a talent for collaboration and community relationship building.
- Experienced with Facebook, Gmail and Google apps, basic voicemail skills, printing and file navigation using a Mac, PC, and networked printer.
- Ability to lift up to 50 lbs.
- Ability to navigate, work with, and organize both online and hardcopy files.
- Flexibility to work occasional special events.
- Must pass a security background check as required by the diocese.
- Must sign a confidentiality agreement to safekeep sensitive information.
- Must take Safeguarding God's Children & People course as required by the diocese.

Opportunities

- Enjoy wide interactions in the community, working with a diverse set of people collaboratively and creatively to serve the people of Kohala.
- Assist with rewarding projects involving a variety of local volunteers and partner organizations.

Additional information

- Position title - Thrift Shop & Administrative Coordinator
- Hours per week - 10 (plus 5 extra hours during the week of Annual Bazaar and the week of MamaJam)
- Compensation - Hourly rate of \$20.00 to start; hourly rate may increase after 6 month review if fit and performance are positive..
- Reports to - Jeanne Cooper (Thrift Shop) and Jennifer Masada (Church Admin)
- Review period - 6 month probationary period to assess fit and performance. Annual reviews thereafter.

Detailed job description with time estimates

Weekly tasks

Coordinate Thrift Shop volunteer schedule (1 hour)

Work onsite during sorting hours and Thrift Shop hours to coordinate volunteers, manage Thrift Shop inventory, and coordinate Thrift Shop maintenance and cleaning (4 hours)

Check emails and phone messages daily, return Thrift Shop related calls, forward messages as appropriate (.5 hour)

Create content and post on St. Augustine's Thrift Shop social media (.5 hour)

Monthly tasks

Track volunteer hours and share in online file (.5 hour)

Attend Bishop's Committee meetings to report on Thrift Shop activity and volunteer (.5 hour)

Printing (.5 hour)

Inventory supplies and coordinate supply orders (1 hour)

Maintain lay ministry lists (readers, cleaners, flower providers) and send reminders (.5 hour)

Quarterly tasks

Coordinate Thrift Shop volunteer meeting (1 hour)

- Send meeting reminders and agenda
- Oversee minutes
- Share minutes draft for review

Assist with Thrift Shop webpage updates by providing information and photos (1 hour)

Update volunteer list, consult with leadership to assess need for recruiting new volunteers (1 hour)

Annual tasks

Provide support for two outreach events - MamaJam and Annual Bazaar (10 hours total - 5 hours for each event)

Work with church leadership to produce a Thrift Shop annual report (2 hours)