



St. John's Episcopal Church, Royal Oak, MI  
New To You Resale Shop  
Store Manager Job Description

**A. Position Overview**

The Store Manager oversees the daily operations of The New To You Resale Shop, a ministry of St. John's Episcopal Church. Key responsibilities include: creating a plan for generating revenue; setting schedule for shop calendar, seasonal events, special sales, and volunteer events; implementing policies; overseeing customer and volunteer relations; and creating a merchandising plan to ensure a profitable store and a welcoming environment for shoppers, donors and volunteers. This work is an integral part of the central values of our community: radical welcome, service and outreach, and social and environmental justice.

**B. Duties and Responsibilities**

1. Manages and sorts donated inventory; coordinates with donations coordinators
2. Prices all items in the store, implementing a pricing strategy that balances affordability and revenue generation.
3. Manages social media presence through posting, website management, advertising
4. Assists staff, customers, and donors during shop hours.
5. Manages registers for daily use, preps daily sales cash and reports for bookkeeper for bank deposit, and tracks trends using records
6. Manages volunteer work in collaboration with Volunteer Coordinators, including recruitment, training, and scheduling volunteers.
7. Initiates sales, special projects and events on an as needed basis.
8. Answers New To You Shop phone and other inquiries made to the shop during business hours.
9. Reports to and meets with Rector regularly in staff and individual meetings for status updates, suggestions, implementation of changes and/or training,
10. Collaborates with other staff members as needed to ensure communication and accomplish shop goals
11. Does other tasks and serves in various ways as may be assigned from time to time by the Rector

The NTY Shop is currently open, M-F 10:00am – 4:00pm, and Saturdays from 10:00am – 1:00pm.

**C. Required Qualifications**

1. 5 years of previous retail or customer service experience, preferably in thrift or resale environments
2. Knowledge of pricing in vintage/resale environments.
3. Strong customer service skills, including the ability to work with people with a broad range of experiences and identities

4. Strong organizational, time management, and problem-solving abilities
5. Excellent interpersonal and communication skills; must be a team player.
6. Basic computer skills for record-keeping and reporting, including use of social media
7. Ability to lift and move merchandise (up to 50 pounds)
8. Reliable transportation and flexible schedule availability
9. Ensures appropriate confidentiality with the personnel, financial records and personal matters, which are entrusted to the New To You Shop and the Church.

#### **D. Compensation and Benefits**

- This position reports to the Rector (senior pastor) of St. John's
- The position is full time and exempt from overtime.
- This position will be paid at an annual rate of \$32,000 for 10 months (September to June). Payment will be made twice monthly on or before the 15<sup>th</sup> and 30<sup>th</sup> of the month.
- This position includes health insurance benefits, pension benefits, and paid time off.
- The ideal start date is August 25, 2025.

#### **Application:**

- To apply, please submit an employment application and a letter of interest to The Rev. Gerardo Aponte-Safe at [gaponte-safe@stjohnro.org](mailto:gaponte-safe@stjohnro.org).
- Three (3) strong, current references will be required as part of the interview process.

#### **About St. John's**

St. John's Episcopal Church sits on a busy intersection in a highly trafficked building in Royal Oak, MI. We are very connected and engaged with our community through ministry and outreach, including Open Hands Food Pantry and Garden, the New To You Resale Shop, facilities for community groups. We are strongly committed to being Open and Affirming that continually seeks to deepen our commitment to inclusion of all people regardless of cultural background, ethnicity, gender, sexual orientation, economic status, physical or cognitive ability. Our faith in the unending love of Christ leads us to work for racial justice, equity, reconciliation, and healing.