

Christ Memorial Episcopal Church

Thrift Shop Coordinator

Needed

The Helen Mitsui Shared Blessings Thrift Shop, a ministry of Christ Memorial Episcopal Church, is looking for a Thrift Shop Coordinator with a heart for community service, solid experience running a business and managing a team, creative vision for collaborative initiatives, and a passion for mission. This is a unique and rewarding opportunity to serve Kīlauea, the North Shore, and the island of Kauaʻi. We offer a dynamic and vibrant atmosphere with many opportunities to engage with and build meaningful partnerships in our geographic area. We are a faith-led organization with a commitment to Christian values in service to others, and our thrift shop ministry is our primary outreach. Successful candidates may represent diverse faith traditions or none; however, they must be comfortable working within a church-run ministry.

The Thrift Shop Coordinator carries the responsibility of all aspects of our shop operation, including intake, sorting, pricing, stocking, volunteer recruitment, management, sales and service. The Thrift Shop Coordinator also provides access to essential resources, information, and services, including underserved or marginalized populations, and finds joy in assisting a broad range of people, including community members, visitors, customers, volunteers, and church members with aloha, kindness and respect. The Thrift Shop Coordinator reports to the Vicar.

Start date:	As soon as suitable candidate found
Position Type:	30-40 hours/week
Compensation:	Commensurate with experience
Benefits:	Health plan and 9% pension (assuming work over 19 hours/week)
	1-week paid vacation and 1-week paid sick leave per year
Location:	2530 Kolo Road, Kilauea, Hawaii 96754
Website:	www.christmemorialkauai.org

How to apply: Email admin@christmemorialkauai.org a cover letter, resume and 3 references. In the cover letter, please answer the following 3 questions:

1. Why do you feel called to serve in this position?
2. What are the skill sets, talents, and experience you possess that would help you serve in this position?
3. What are your hopes for the future of the important ministry of the Shared Blessings Thrift Shop to the North Shore and our island community of Kauaʻi?

Questions: Call 808-482-4824

OUR HISTORY

Christ Memorial Episcopal Church is an active community of faith serving Kīlauea and the North Shore of Kaua'i. Located at the heart of the region and at a major crossroads, our familiar church campus includes our historic Parish Hall, beloved Helen Mitsui Shared Blessings Thrift Shop, and beautiful flower gardens. The spacious grounds provide visitors and residents with well-maintained and welcoming spaces for classes, support groups, and gatherings. Our thrift shop offers affordable quality goods from generous community donations, serves individuals and families throughout the North Shore, and is a well-known and much used amenity in our area. Our historic stone church offers inclusive, creative worship and a quiet refuge. Led by the Vicar, Bishop's Committee members, dedicated church members and volunteers, Christ Memorial celebrates a legacy of service and a commitment to building beloved and vital community into the future.

MISSION SUPPORT

The Thrift Shop is a business but foremost a ministry of the church, as well as a safe place and a gathering place for beloved community. The position of Thrift Shop Coordinator represents the church and its mission of service to the community.

- Employment by the church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with, and supportive of, the mission and purpose of the church, and in compliance with the Employee Handbook and all applicable laws, regulations, and diocesan guidelines.
- It is expected that employees respect the religious practices of the Episcopal Church. Reasonable accommodation for the religious practices of employees not of the Episcopal Church will be similarly provided

PREFERRED QUALIFICATIONS

We are seeking a caring, compassionate, energetic, positive, proactive, enthusiastic, and exceedingly well-organized individual with demonstrated expertise in communication and interpersonal skills who understands the need for confidentiality.

- Retail management work experience or college degree
- Proven leadership and administrative experience which involved recruitment, selection, training, and development of employees or volunteers
- Budget preparation and administrative experience
- Computer skills to include Word, Excel, social media, website management
- Familiarity with the North Shore communities on the island of Kaua'i, sensitivity to the local culture, and the ability to communicate with our diverse island population

MINIMUM QUALIFICATIONS

- Associate's Degree or equivalent
- At least two years' retail experience or equivalent
- Experience managing a team
- Excellent oral and written communication skills
- A valid Hawaii State driver's license. Must have own transportation. Position includes occasional work-related travel on island
- Successful completion of a background check and Safe Church training

SKILLS/COMPETENCIES

- Ability to support volunteers with compassion and discretion
- Ability to instruct, direct, and evaluate volunteers
- Knowledge of theory, practices, and procedures of volunteer coordination
- Ability to work as a positive leader and team member
- Ability to deal with conflicting priorities and to work under pressure with minimum supervision
- Ability to coordinate multiple projects
- Ability to maintain records, reports, and files
- Working knowledge of the use of social networking programs and sites
- Strong problem-solving and conflict resolution skills
- Physical demands: Ability to go up and down steps, walk short distances around the property, and lift 50 pounds.

PRIMARY DUTIES and RESPONSIBILITIES

1) Volunteer Management

- Communicate clearly with all volunteers and lead with compassion.
- Model commitment to community service and the sharing of blessings.
- Recruit, train, and empower volunteers by acknowledging their input and helping them develop their skills in order to find a niche in the operation.
- Coordinate volunteer schedules, tasks, projects, interviews, training, meetings and celebrations.
- Be present and available to Thrift Shop volunteers during open hours of operation.
- Implement existing Thrift Shop policy and make changes to policy and volunteer handbook as needed with pre-approval from the Vicar.

2) Marketing & Promotions

- Market and advertise the Thrift Shop hours, sales, auctions, and charitable outreach in cooperation with Vicar, Office Administrator, and volunteers.
- Embrace the mission of the Shared Blessings Thrift Shop which is to serve our Island community by providing quality donated merchandise for sale at a reasonable price, and in turn support the ministries and outreach activities of Christ Memorial Episcopal Church.
- Reach out to customers and the community to understand needs.

3) Operations

- Direct the daily operations of the Thrift Shop according to written operating procedures, delegating as appropriate. The Thrift Shop Coordinator will:
  - Lead and manage our volunteers with care and concern for their needs
  - Greet, welcome and value our customers
  - Understand inventory, what sells, and appraise the value of items donated
  - Determine stock rotation, when to pull it, and ways to move stock efficiently
  - Ensure safety, security, and emergency measures
  - Coordinate building maintenance and repairs with Vicar or Junior Warden
  - Order supplies
- Communicate with local organizations and community leaders to develop a network of charities and services with which the Thrift Shop can collaborate.
- Prepare and/or assist in preparation and management of Thrift Shop ministry budget.
- Perform accurate financial accounting procedures as established by Treasurer.
- Represent the Thrift Shop's needs and operations to the Bishop's Committee of Christ Memorial Episcopal Church, providing feedback in the form of written and oral reports.

The responsibilities listed here are representative. They are intended to describe the general nature and level of work performed by a staff member assigned to this position. This is not intended to be an exhaustive list of responsibilities and qualifications required for the position.