Job Description

Boutique Manager & Volunteer Coordinator - FULL TIME

Summary of Position:

Under the direction of the Executive Director, the Boutique Manager / Volunteer Coordinator is responsible for the overall management of the boutique and the recruitment, training, scheduling and supervision of all volunteers.

Key Duties and Responsibilities:

- Manage the total operations of the boutique, including overall management of inventory and supervision of (volunteer) personnel
- Initiate, coordinate, and enforce program, operational and personnel policies and procedures
- Ensure daily maintenance of racks and organization of shop
- Arrange for marketing materials and handouts to be distributed through shop
- Manage Donation Days, when the public is invited to drop off donations at the boutique
- As needed maintenance and organization of off-site back-up storage space
- Manage clothing sales and pop-up sales 3-4 times per year
- Coordinate and manage all incoming donations
- Work with Mobile Coordinator to coordinate volunteers and inventory for mobile visits
- Work with Consignment Coordinator to organize consignment items and activities
- Coordinate corporate service days in the boutique
- Monitor and coordinate excess items
- Communicate with Executive Director about needs of the boutique
- Identify volunteer recruitment and training needs, including software recommendations
- Assist in training volunteers and evaluating performance
- Maintenance of record keeping system on volunteer activities
- Assist with administrative tasks that help the volunteer program run efficiently
- Oversee the volunteer orientation process in conjunction with facilitator
- Prepare annual budget for boutique and volunteer activities and monitor expenditures
- Other duties as assigned

Qualifications to include:

- Exceptional organizational skills (retail experience a plus)
- Excellent communications skills
- Prior training experience desired