



## **Assistant Manager**

### **Qualifications**

- Preferred 3 years experience and background in retail sales, thrift store reselling of goods.
- Preferred at least 2 years experience in management or volunteer coordinator experience.
- Google Sheets and Excel experience needed.
- Demonstrates genuine interest in non-profit thrift shop success.
- Must have a government or military ID card as well as SOFA status (must have access to the Main Exchange and the Commissary).
- Rotation date of at least 12 months.
- Must be able to lift 10 lbs.

### **Terms of Employment**

The incumbent will:

- Report to the MTS Manager.
- Work 25-35 hours per week to include alternating Saturdays.
- Sign a contract upon acceptance of work commitment.
- Be paid biweekly.
- Not purchase items from the MTS with the intent to resell.

### **General Responsibilities**

The incumbent will:

- Be knowledgeable about the mission of the shop.
- Be accountable for all phases of the MTS's operation in the absence of the manager.
- Be responsible for the internal and external security of the MTS to include during Typhoon Condition 1 in the absence of the Manager.
- Ensure that both the inside and outside of the MTS is clean and presentable.
- Maintain a clean and orderly shop.
- Perform banking operations- daily deposits, maintaining petty cash and change funds, and complying within the budget.
- Hold keys to MTS. Responsible for opening and closing with the manager.
- Be knowledgeable about the volunteer policies and supervise all volunteers, ensuring time spent is productive.
- Maintain a log recording all volunteer hours.
- Ensure donated items are in compliance with the donation guidelines. More information found on the Donations Guideline document.
- Perform all functions of the MTS Manager in their absence.
- Perform any additional duties as required to efficiently operate the MTS.
- Be available to work the floor and register when needed. (I.e. covering cashier break, short staffed)
- Supervise and train new employees.
- Help the manager determine daily sales and sales events.
- Help with advertising and marketing. Including, but not limited to, answering the phone, social media marketing, and speaking on the AFN radio. Shall also make presentations at events, such as the newcomers orientation briefs and passport to volunteering.
- Be available to open the shop for the cleaning service in the absence of the manager.