

## **Thrift Store and Boutique Coordinator Needed**

The St. James' Thrift Store and Boutique is in need of an overall Coordinator. This is a unique and rewarding volunteer ministry opportunity. The ministry position description is posted on the bulletin board in the back of the church, in the Thrift Shop and on line at our website [www.stjameshawaii.org](http://www.stjameshawaii.org).

Please drop-off a cover letter and your resume to the St. James' Parish Office, email to [office@stjameshawaii.org](mailto:office@stjameshawaii.org), or mail it to PO Box 278, Kamuela, HI, 96743. Resumes and cover letters will be accepted in the office until Friday, March 28th or emailed or postmarked by this day.

Please include in your cover letter answers to the following questions:

1. Why you feel called to serve in this position?
2. What you believe are the gifts/talents/experience you possess that would be helpful in serving in this position?
3. What your hopes are for the future of this important mission and ministry?

### **Job Description for St. James' Thrift Shop Coordinator Volunteer (unpaid) Position**

- Embrace the mission of the St. James' Thrift Shop to serve our Island community by providing good quality donated merchandise for sale at a reasonable price, and in turn supporting the outreach activities of St. James'
- Able to communicate clearly and compassionately with all volunteers, and customers
- Coordinate all thrift shop volunteer schedules, interviews, training, meetings and celebrations, and delegate these duties to others as appropriate
- Responsible for the daily operations of the thrift shop according to the written operating procedures (including ordering of supplies, security, and emergency procedures), again, delegating these duties as appropriate
- Responsible for implementing existing thrift shop policy
- Responsible for marketing and advertising of the thrift shop hours, sales, and other needs in cooperation with the volunteers and the church Vestry
- Represents the volunteers' needs and the thrift shop needs to the Vestry (acts as the liaison)
- Responsible for coordinating the maintenance and repairs needed at the thrift shop in cooperation with the Junior Warden of the Vestry
- Responsible for following accurate financial accounting procedures
- Be present and available to the volunteers on a regular basis during regular open hours at the thrift shop

Approximate weekly hours: 10+/- (hours will fluctuate based on needs in the shop)