



JOB ANNOUNCEMENT

5/20/2018

Employer: Canby Kiwanis Thrift Store

Job Title: Canby Kiwanis Thrift Store Manager

The Thrift Store Committee of the non-profit Canby Kiwanis Foundation seeks a **store manager** for the Canby Kiwanis Thrift Store in Canby, Oregon, a nonprofit store whose proceeds fund community projects of the Canby Kiwanis Foundation. The store manager is responsible for leadership, guidance, and control of all aspects of daily operations, understanding and operating in any and all staffing positions, and representing Canby Kiwanis professionally and courteously in all interactions with staff, volunteers, clientele, and the community. Store managers are expected to perform all tasks safely, efficiently, and effectively.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Candidate should demonstrate:

- **Retail experience in a store environment**, with proven aptitude for business management and marketing
- **Ability to administer financial controls, safeguards, and reports**
- **Excellent people skills** as demonstrated in customer service, staff communication and safety, experience managing volunteers, and ability to take direction from a committee
- **HR management skills**, including employee hiring, administration, management and discipline; current knowledge of state and federal employment laws
- **Time management skills**
- **Computer and technology skills** related to administration of a business
- **Passion for the Kiwanis mission: "Serving the children of the world."**

APPLICATION PACKETS MUST INCLUDE:

- **A complete resume** for the past 10 years, including dates of employment and explanations for any gaps
- **A cover letter** addressing how your personal and professional experiences have prepared you for this position (this may be addressed to Thrift Store Committee)
- **Three references:** two professional and one personal

PLEASE DO NOT TAKE APPLICATIONS TO THE STORE. SUBMIT APPLICATION MATERIALS TO:

canbykiwanisthrift@gmail.com or

Canby Kiwanis Thrift Store Job Search, Attn: Thrift Store Committee, PO Box 1004, Canby, OR 97013

- Early applications strongly encouraged as interviews will begin as soon as candidates are identified.
- Selected finalists will be asked to complete a job application form, and undergo a background check and drug test, before receiving an offer of employment. Position open until filled.

CANDIDATES WHO DO NOT FOLLOW DIRECTIONS WILL BE DISQUALIFIED FROM CONSIDERATION