



Working To End Domestic Violence

Project Safe, Inc
P.O. Box 7532
Athens, GA 30604

Position: Thrift Store Donations Manager

Responsible To: Thrift Store Manager

Hours: Monday-Friday, most Saturdays required

Part Time: Salaried (25 hrs/wk)

Responsibilities:

- Commit to Project Safe's mission and values, consistently modeling them as a collaborator and incorporating those values into work
- Represent Project Safe well to the community, customers and partner agencies
- Promote an environment where ideas for improving profits or customer relations is encouraged
- Communicate regularly with the Store Manager regarding the needs of the stores
- Field, schedule and fulfill donation pickup requests, acting as primary contact and laborer in conjunction with store manager to maintain the flow of goods throughout the stores
- Lead training volunteers and/or interns to help with pickups
- Assess donated items for value/ pricing; alert Project Safe staff of available desired items necessary for clients
- Execute dump run as necessary to clear stores of unwanted/unsellable items
- Assist PSI clients/ customers/ staff/ donors with loading and unloading of furniture
- Deliver hard to recycle materials to ACCs CHarM (light bulbs, batteries, hazardous waste, hardcover books)
- Assist with monthly Atlanta Recycling Company textile pickups
- Manage in-store recycling and garbage removal and items left on sidewalk at both locations
- Maintain fuel/ fluids and regular maintenance for store pickup vehicle

Assist with:

- Provide support of PSI thrift store being open during scheduled hours when needed
- Ensure that cash registers are balanced and that errors are kept to a minimum
- Receive donations at store, ensure that donors have receipts and that donations are sorted and priced for sale
- Support the practice of clients with vouchers receiving items at no cost
- Answer business line, make referrals, and plan weekday in-kind donation pickups

Qualifications:

- Ability to lift/ maneuver 75+ lbs safely, stand for long periods, and be physically active
- Ability to assess conditions of donated good across for valuation and pricing
- Knowledge of recycling protocol & guidelines and hard-to-recycle/ specialty items
- Ability to maintain cordial, professional relationships with donors, including timely follow-up to all donations requests, as well as interns, volunteers and other staff
- Ability to work independently
- Exemplary customer service and good written and verbal communication skills
- Ability to work on Saturdays and possible weekend off-site events as necessary
- Clean and safe driving history