

Employment Opportunity - Posting

The Salvation Army - [BC]



Giving
Hope
Today

Job Title:	Interim Thrift Store Manager	Competition #:	
Ministry Unit/Dept:		Status:	Temporary Full Time (Ends Sept 4, 2025)
Salary Range:	\$21.83 - \$27.29.	Date Posted:	July 23, 2025
Address:	4835 Argyle Street, Port Alberni BC, V9Y 1V9	Posting Expires:	When filled
Applications Accepted By:			
Fax or E-mail: Michael.ramsay@salvationarmy.ca Attention: Please no phone calls.		Mail or in person: The Salvation Army, 4835 Argyle Street, Port Alberni BC, V9Y 1V9	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The Interim Store Manager, as part of the leadership team for Alberni Valley Ministries, works to attain consistent profitability of the store (by implementing divisional standards in sales, customer service, merchandising, marketing, public relations, store staff training, reclamation and product donation flow, transportation, and processing of in store donations) in order to support community ministries within the Valley, and seeks to consistently create/provide an inviting space where practical and spiritual needs of staff, customers and donors are met. Upon the Thrift Store Manager's return this interim position has potential to continue in a different role.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
<p>The incumbent is responsible for the following job duties:</p> <p><u>Senior Leadership</u></p> <ul style="list-style-type: none"> Serves as an active member of the senior leadership team for Alberni Valley Ministries. As part of the leadership team, works intentionally to ensure holistic supports (practical, relational, and spiritual) are offered to thrift store customers, donors and staff members. Promotes the integration of 			

congregational, community and retail ministries for the benefit of those served and those who serve with TSA in Alberni Valley.

- Promotes congregational ministries (worship gatherings, Kids' Clubs, discipleship programs) through the store. Refers customers, donors and team members to these programs, as appropriate.

Thrift Store Management

- Directs all operations of the thrift store operations to meet sales targets and control expenses while maintaining approved customer service standards.
- Recruits, orients, trains, evaluates, recognizes, disciplines and terminates employees and volunteers in concert with Salvation Army policy.
- Supports the Pathway of Hope care team by providing volunteer or paid roles to participants, as appropriate, in support of participant goals.
- Works collaboratively in leading and coaching all team members towards goal accomplishment.
- Directly supports all team members and customers with spiritual care, prayer, and guidance, when requested. Consistently models the care and compassion towards others that is expected of all team members.
- Schedules regular staff meetings with thrift store employees/volunteers, creating opportunity for input/information-sharing, etc. Respectfully incorporates a time of spiritual focus and prayer into team meetings.
- Approves staff hours, PTO, Overtime, etc. in Workday.
- Ensures health & safety requirements for thrift store staff and customers are consistently adhered to and serves as an employer representative on Health and Safety Committee.
- Plans store layout and merchandise displays to attract customers, decides on in-store promotions and auctions, keeps abreast of marketing trends by checking competitors' stock, ensures attractiveness/tidiness of the store.
- Determines and maintains appropriate inventory levels based on spot checks of the store and reviewing weekly sales records.
- Manages donor relations for the store, handling complaints efficiently and effectively in concert with the leadership team.
- Maintains control of inventory by ensuring store donations are retrieved, stored, sorted, and priced appropriately; protects the store from inventory shrinkage by close visual monitoring.
- Ensures that the property (store) is properly secured at all times.
- Ensures proper cash-handling and sales/voids/voucher practices are followed by staff per SA policy.
- In concert with leadership team, establishes and manages store budget; executes budgetary objectives by attaining sales margins, staffing-cost ratios, and profit objectives as established by the leadership team.
- Ensures store revenues are deposited into the appropriate financial institution per SA policy. Maintains all documentation related to deposits per SA policy.
- Analyzes store financial statements and strategizes appropriate action to attain financial goals. Prepares financial and other requested reports for local leadership team.
- Supports local Emergency Disaster Services efforts, as appropriate.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

MINIMUM EDUCATION LEVEL ATTAINED:

The successful job applicant will have completed High School.

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SPECIAL LICENSES, DIPLOMAS, CERTIFICATIONS OR REQUIREMENTS:

The successful applicant will be required to complete all internal training related to the role.

Spiritual maturity and willingness to model and share the Christian faith.

WHMIS and Non-Violent Crisis Intervention Certification are required.

MINIMUM PRIOR RELATED EXPERIENCE:

The incumbent must have the following experience before hire:

One year but less than three years of prior related experience including retail store supervision/management experience.

PHYSICAL EFFORT/DEXTERITY REQUIRED:

The performance of the job requires frequent twisting, bending, crouching, reaching, reaching overhead, pushing and pulling, lifting, kneeling, standing for long periods of time and occasionally keyboarding.

CONCENTRATION REQUIRED:

The performance of the job requires continuous visual monitoring.

RESPONSIBILITY FOR FINANCIAL RESOURCES:

The incumbent's responsibility for Financial Resources:

The incumbent has input to and/or participates in preparing budgets with respect to the departmental budget.

RESPONSIBILITY FOR HUMAN RESOURCES:

The incumbent's responsibility for Human Resources:

The incumbent is responsible for the direct supervision of both supervisory (Lead Head) and non-supervisory personnel, including volunteers and students. He/She has input into supervisory decisions within the established guidelines.

The incumbent directly supervises between 6-10 employees and/or volunteers.

WORK ENVIRONMENT:

The incumbent's work environment is typically in the store.

The incumbent will work under the following disagreeable conditions:

- Garbage
- Washrooms
- Odours
- Truck Fumes
- Verbal abuse
- Dealing with angry people

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- Work schedule may impact life (weeknights & weekends)

The incumbent may have little to no travel required.

The incumbent will be on-call for emergencies only.

EXPOSURE TO HAZARDS:

The job incumbent may be exposed to the risk of minor harm, injury or illness due to:

- Physical attacks by others
- Exposure to toxic chemicals
- Moving objects
- Risk of back injuries (throwing out back)
- Other potentially dangerous situations (e.g. hold ups)

PRECAUTIONARY MEASURES:

The incumbent must take the following precautionary measures (in addition to health and safety rules):

- Universal Precautions
- Wear gloves to sort
- Use fatigue mats when needed

HOURS: 40 hours / week

PREFERRED SKILLS/CAPABILITIES:

Must have very good organizational skills and proven practical and spiritual leadership ability

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A clear vulnerable sector screening.
- A clean drivers abstract.
- Completion of our online Armatus Abuse Training and required Health and Safety training.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



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