



## **Full-Time Treasure Shop Assistant Manager - Beaver Valley Outreach (BVO)**

Beaver Valley Outreach (BVO) is seeking an enthusiastic, organized, and community-minded **Treasure Shop Assistant Manager** to help lead the daily operations of our thriving Treasure Shop (Thrift Store). This position offers an exciting opportunity to work alongside dedicated staff and volunteers while making a meaningful impact in the local community.

### **POSITION SUMMARY**

BVO's Treasure Shop Assistant Manager plays a key role in overseeing the smooth and efficient operation of the sorting area of the store. This position is responsible for scheduling and training volunteer sorters, managing donation intake, processing and ensuring items are priced and presented for sale in a timely manner.

Working closely with BVO's Treasure Shop Manager (TSM) and Bin Assistant (BA), the successful candidate will help maintain a safe organized, productive, and welcoming environment for volunteers, staff, and customers alike.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

- Provide orientation & train volunteers in the sorting, selection and pricing of donated items.
- Track supplies for the purpose of ordering.
- Keep pace with the incoming donations & schedule volunteers accordingly.
- Monitor compliance with Treasure Shop Policies & Procedures, Health and Safety protocols and BVO's Code of Conduct.
- Work with TSM to respond to shopping trends, identify special items and appropriately store items waiting for dispersal (ie: off-season clothing).
- Foster positive communication with volunteers and staff. Share updates and changes in procedures while encouraging the sharing of good news, fresh ideas, etc.
- Work with team to facilitate BVO youth volunteer engagement in BVO Treasure Shop.
- Be trained in all positions in BVO's Treasure Shop.
- Ability to open and close building as needed.

### **REQUIRED SKILLS/ABILITIES**

- Excellent interpersonal, communication and organizational skills with ability to problem solve.
- Ability to lift 30 pounds and be on feet for long periods of time.
- Previous experience working with volunteers & retail experience an asset.
- Team builder, team player and ability to motivate and work alongside staff and volunteers
- Flexible and comfortable working in a busy, ever-changing environment.
- Proficiency in Word & Excel is an asset.

**COMPENSATION-** BVO is a Living Wage employer. Wages will be based on qualifications & experience. Comprehensive employee benefits package is available.

**Apply Today for this Full-Time Position**

**If you are a motivated team player with a passion for the circular economy we would love to hear from you.  
Please submit your resume and cover letter to Beaver Valley Outreach.**

**[treasureshop@bvo.ca](mailto:treasureshop@bvo.ca) and [admin@bvo.ca](mailto:admin@bvo.ca)**