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VALUE VILLAGE

STORE & DONATION CENTER

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ANNOUNCEMENT – PLEASE POST

Arc's Value Village Thrift Stores carry fashionable, good-quality clothing and household items that are donated by Twin Cities individuals and businesses. Arc's Value Village is owned and operated by Arc Greater Twin Cities, a non-profit, United Way agency, which provides advocacy and support for people with intellectual and related developmental disabilities and their families. In addition to a **competitive wage**, Arc offers a **flexible schedule** and a **supportive work environment**. The team at Arc consists of **highly committed and creative professionals** who **want to make a difference** in the lives of individuals with disabilities and their families.

Assistant Manager - Full Time Exempt

Primary Duties include hiring, training and supervision of staff/volunteers. Assistant Managers are responsible for the daily operations of the store and lead projects and events throughout the year.

Experience and Qualifications:

- 3 + years retail management experience
- Experience working with store management to help recruit, develop, motivate and manage a high-performing team
- Demonstrated communication skills
- Ability to identify needs, lead projects and multi-task
- Demonstrated skills to coach and motivate staff to meet monthly/yearly goals
- Ability to work independently in our fast paced, very successful business
- Ability to execute the processes and procedures that ensure that the -back- of the store works as well as the -front- from a customer perspective
- Desire to have fun and help create an energetic, creative work environment
- Previous thrift business experience preferred

Store Supervisor - Full Time Non-Exempt

Primary Duties include providing supervision to staff and volunteers in all areas of the business: donations, production, sales. Supervisors work side by side with the production team.

Experience and Qualifications:

- 2 + years prior supervisory experience in a retail environment
- Prior retail visual merchandising experience
- Demonstrated customer service and sales experience with another retailer
- Must possess a team-based work ethic with leadership potential
- Availability for flexible scheduling
- Ability to prioritize and multi-task with ease

Arc offers competitive wages and excellent benefits. AA/EOE

To Apply: please send resume stating position desired by July 30, 2010 to:

Arc Greater Twin Cities
2446 University Ave, W., Ste. 110
St Paul, MN 55114
Attention: Human Resources/S
952-920-0855
Fax 952-920-1480

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resume@arcgreatertwincities.org