



## **Full-Time Shelter Shop Shift Supervisor**

### **Overview:**

The Violence Prevention Center is looking for a full-time Shift Supervisor to join our Shelter Shop team. This is an opportunity for a customer-focused leader to assist with the day-to-day operations of a mission-based thrift store. This position is responsible for maintaining store standards and volunteer management in the absence of the Shelter Shop Director.

### **Responsibilities:**

- Provide outstanding service to customers and donors.
- Ensure that donations are clean, seasonable, and marketable.
- Coordinate a safe, clean, well-maintained, and friendly environment for customers, volunteers, and staff.
- Follow established opening and closing procedures.
- Assist with the solicitation of new merchandise donations from local businesses and vendors.
- Support store operations including customer service, receiving and processing donations, cash management, and loss prevention.

### **Qualifications:**

- Enthusiasm for the mission of the Violence Prevention Center and the survivors we serve
- Minimum of 2 years related experience in retail and/or customer service. Supervisory experience preferred.
- Possess sound managerial and organizational skills
- Ability to work with, connect to, and lead diverse populations.
- Working knowledge of cash registers, computers, and cash management.
- The ability to climb ladders, pick up thirty pounds, push filled carts, lift dumpster lids, and operate cleaning equipment.
- Valid driver's license, automobile insurance, and reliable transportation required.

**Hours:** This position works 40 hours a week with a varied schedule including Monday- Saturday from 8:00am -5:00pm

**Compensation:** This position offers a salary range of \$31,200 - \$35,360 with a benefits package including health, dental, and life insurance, paid time off, and retirement plan options.

**About the Agency:** The Violence Prevention Center of Southwestern Illinois (VPC) works to eliminate domestic violence in individual lives and society as a whole. The agency believes that all people have the right to be free from harm, to be respected, and to determine and pursue their own goals. Operating with these values allows the VPC to meet clients where they are and empowers survivors to heal from trauma. The VPC accomplishes this through survivor-led support services, including a 24-hour crisis hotline, counseling, legal advocacy, emergency housing, and rapid rehousing. These life-saving services are essential to the survivors of domestic violence we serve and provide clients with the best opportunities to create lasting safety and peace in their lives.

The Shelter Shop is a mission-based thrift store fueled by community donations. Staff and volunteers work to provide an excellent shopping experience for the local public to provide funding and necessities to support survivors of domestic violence.

**To Apply:** Please send a cover letter and resume to [ellen.cugier@vpcswi.org](mailto:ellen.cugier@vpcswi.org)