



## **DOOR CREEK CHURCH**

Changing lives to change the world

**Position Title:** Boomerangs Store Manager  
**Reporting Relationship:** Senior Associate Pastor  
**Exempt Status:** Full-time, Exempt

**Ministry Description:** This position has primary responsibility of furthering the mission of Door Creek by the planning, development, and implementation of the Boomerangs Resale Store. As Manager of the Boomerangs Resale Store you will be leading a team of staff and volunteers who will make an impact on the lives of hundreds of people on the Northside of Madison and beyond. This position is a member of the Ministry Leadership Team of Door Creek Church.

### **Primary Responsibilities:**

- Strategic planning and promoting of Boomerangs Resale Shop, proceeds are invested in the community
- Building relationships with the surrounding community
- Build and oversee volunteer and staff team
- Maintaining excellent customer service
- Maintain a floor stock of quality items at reasonable prices
- Oversee sales counter and maintain daily records
- Assist as needed in accepting of donations, sorting, storing, pricing and distribution
- Have knowledge of current sales as well as all merchandise currently on the floor

### **Qualifications:**

- A vibrant faith in God
- Embraces the mission, vision and values of Door Creek Church
- Church staff must have a faithful commitment to Jesus Christ and must demonstrate enthusiastic support of the Articles of Faith, Mission Statement and Core Ministry Values.
- Education and/or experience equivalent to a minimum of a High School diploma



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- A minimum of 2 year of professional experience in retail sales.
- Ability to oversee volunteer and staff team
- Creative, detail oriented, flexible, and decisive with the ability to organize and coordinate work, set priorities, create and maintain systems, and motivate others
- Demonstrated interpersonal, verbal, and written communication skills, including strong listening skills
- Demonstrated computer skills (Microsoft Word, Excel, Outlook, and Internet research)
- Flexible days and hours to meet the needs of the store.
- Willingness and desire to learn.
- Be able to lift 40 pounds.
- Be able to stand for long periods.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.