



## **Value Village Assistant Manager – Richfield Full Time- Exempt**

**Organization & Position Summary:** For more than 60 years, The Arc Greater Twin Cities, a member and volunteer-driven nonprofit organization, has developed and offered innovative programs, services, community outreach and education to support individuals with intellectual and developmental disabilities and their families in our community. Arc offers 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.

**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. In addition to a **competitive wage**, The Arc offers a **flexible schedule** and a **supportive work environment**.

Provides overall supervision to teams of staff and volunteers in all areas of the thrift business. Works with the Store Manager to ensure that financial and performance goals are met. Directs and oversees day to day operations of the store. Trains supervisors to provide documentation of individual and team performance. Assistant Managers must be skilled in the areas of training, giving direction and reviewing hourly staff performance. The Assistant Manager completes administrative duties as assigned and is responsible for store operations in the absence of the Store Manager.

### **Essential Knowledge and Qualifications:**

- 1. BA/BS preferred, High School or GED Certificate required**
- 2. 3-4 Years Retail Management Experience preferred**
- 3. Able to communicate and effectively lead customers, donors, and volunteers**
- 4. Competent with basic technology (Microsoft Suite)**
- 5. Able to lift boxes and bags that weigh 30 – 50 lbs.**
- 6. Able to bend, stoop, stand, and walk continuously throughout assigned work shift**
- 7. Able to work varied hours/days as business dictates**

**To Apply:** please submit a resume and complete an application from online or in person at:

**Arc's Value Village, Richfield**  
6528 Penn Ave S, Richfield, MN 55423  
612-861-9550  
Fax 952-920-1480  
[www.arcsvaluevillage.org](http://www.arcsvaluevillage.org)  
[resume@arcgreatertwincities.org](mailto:resume@arcgreatertwincities.org)