



Job Description: Thrift Shop Manager

Salary: \$16/hour; 15 hours per week

The Waikōloa Dry Forest Initiative's Thrift Shop Manager reports the Executive Director and is responsible for the operation and management of the Dusty Donkey Emporium thrift shop. Initially, the Thrift Shop Manager will cooperate with founder and co-manager, Beverley Brand, and will learn to manage the shop autonomously. The Thrift Shop Manager is a representative of the Waikōloa Dry Forest Initiative and its mission to protect, preserve, and restore native Hawaiian dry forest and should be able to articulate how shopping at the Dusty Donkey Emporium benefits the community, the nonprofit, and the environment.

Background Information:

The Dusty Donkey Emporium was opened at the Waikōloa Stables in August of 2016 by the Waikōloa Dry Forest Initiative and volunteers from the community who wanted to create a sustainable revenue source to support the non-profit's restoration and education work. Since then, the shop has become a hub for the community and a place for volunteers, residents, visitors, donors, and treasure hunters to gather, shop, and support each other and the environment.

Leadership and Management:

- Recruit, supervise, schedule, and retain volunteer staff.
- Create and maintain a positive, supportive environment for volunteers as well as shoppers.
- Solicit and evaluate feedback from volunteer staff and shoppers and incorporate suggestions and changes as appropriate.
- Maintain a positive relationship with shoppers, donors, and community members including the Waikōloa Village Association and the Stables Committee that oversee operations at the Waikōloa Stables.
- Expand shop hours and grow the business with the support and guidance of existing WDFI staff.
- Develop mobile donation pick-up program.

Operational Responsibilities:

- Ensure that the Dusty Donkey Emporium is open and ready for business; place signs out, organize inventory, setup donation intake area, ensure safety procedures are being followed, keep the restroom tidy.
- Ensure that the shop is closed and secured at the end of the business day; store signs and inventory, clean the restroom, store unprocessed donations, lock storage doors, shut the gate to the stables.
- Keep shop and inventory organized and in compliance with Waikōloa Village Association and Waikōloa Stables rules.
- Evaluate quality of merchandise and price accordingly.



- Evaluate and modify procedures, organization, display, intake, signage, and other areas of the shop as needed.
- Maintain social media presence, that adheres to WDFI's social media guidelines, including Facebook posts, Instagram stories and posts, and providing Executive Director with important dates, photos, and other information to be shared via WDFI's email list.
- Ensure that sales are input accurately and reconcile the register at the end of the day. Update POS system to include inventory categories as needed.
- Provide a weekly cash deposit and summary of sales including any discrepancies or issues to the ED.
- Track volunteer participation and provide a monthly summary of hours.

Desired Qualifications:

- The ideal candidate will be enthusiastic about thrifting, recycling, and environmental conservation.
- Experience working with volunteers and people with diverse abilities and backgrounds.
- Must possess a valid Hawaii Driver's License.
- Must possess a High School diploma or equivalent.
- Must be comfortable standing for five hour shifts and lifting up to 50 pounds occasionally.
- Capable of basic accounting and operating a cash register.
- Familiarity with Square, Excel, Facebook, and Instagram.
- Must be available to work on Saturdays.
- Willing submit to a background check.

How to Apply:

Applications will be accepted via email only and should be sent to wdfi@waikoloadryforest.org.

Complete applications will include:

- A brief (1-page) cover letter stating your relationship to the Waikōloa community, thrifting, and environmental conservation.
- A resume outlining previous experience and qualifications (3-page maximum).
- A list of 3-5 references including at least 2 professional references.

If you have questions regarding this opportunity or the application process, please email Jen Lawson at wdfi@waikoloadryforest.org.