POSITION TITLE: Second Chance Building Supply Store Manager

RESPONSIBLE TO: Event and Volunteer Coordinator and FOLC

POSITION HOURS: Part-time to full-time

POSITION COMPENSATION: $19 to $25/hour, depending on experience

JOB SUMMARY: The store manager will manage day-to-day store operations, coordinate and manage volunteers, and serve as the liaison for local businesses providing donations.

QUALIFICATIONS:
- A faith in Jesus Christ as Lord and Savior of your life.
- Personable, engaging, organized, detail-oriented, team-oriented, and works well independently.
- Strong communication and interpersonal skills.
- Proficient with computer software.
- Fiscally responsible and able to maintain budgets.
- Active member of an Evangelical Christian Church

RESPONSIBILITIES:

Inventory Management-
- Supervise donations to reduce the thrift store's acceptance of low-value goods
- Supervise sorting and pricing of merchandise
- Identify and prominently display high-value and/or fast-selling merchandise
- Ensure regular rotation of merchandise
- Manage and execute merchandise donations to charitable individuals/organizations

Procurement of Donations-
- Inform area businesses of the benefits of donating building supplies to the store.
- Promote and procure quality donations from businesses and local builders
- Devise, implement, and manage a donation pick-up option for individuals/and or businesses who are unable to deliver their donations to the thrift store location

Store Management-
- Set up shelving and displays to showcase best-selling inventory
- Determine ideal store hours and implement
- Respond to facility maintenance and operating issues
- Assign replacement personnel during vacations and leave
- Order/stock supplies and fixtures for store and operations as needed (printing, stamps, paper products, cleaning, tags, storage, display, etc.)
- Monitor building (lights, heat, doors, entryway, usage)
- Clean up, recycle, and throw away any product not moving
- Maintain a clean store

Volunteer Supervision-
- Manage, recruit, and train volunteers to assist in the thrift store's operation and maintenance to ensure consistency
- Develop and manage duty schedules and job divisions
- Plan for and implement volunteer appreciation events/ideas
- Set up/update volunteer database

Cash Management-
- Oversee daily cash in/out
- Present monthly report to Friends of Lynden Christian
- Work with the Controller in keeping a record of all funds
- Make weekly deposits and track funds through the month

Staff Management-
- Assist in hiring and training of all paid staff
- Be in charge of staff scheduling, training, and duty assignment
- Meet with all store staff regularly for planning, communication, and operations issues
- Give staff annual reviews and communicate with staff on job performance

Promotion and Events-
- Organize and implement sales and events
- Oversee advertising and community outreach
- Develop ideas to attract additional donations
- Weekly social media posts
- Sell items on social platforms
- Update and create new ideas for the website

Customer Service-
- Be present and/or available during store and donation hours to respond to customer and/or volunteer complaints or other issues
- Be present and/or available to handle pricing issues
- Be present and/or available to handle any technical issues

Liaison-
- Provide monthly progress reports to Friends of Lynden Christian Board concerning store performance, goals, volunteer morale, and other pertinent issues
- Communicate regularly with FOLC

Strategic Planning-
- Assist in developing long-range goals for the Thrift Store
- Communicate with other thrift store managers in the area to get ideas for improvement and better management

Lynden Christian School

APPLICANT INSTRUCTIONS

Thank you for your interest in Lynden Christian School. We value your time and appreciate your efforts to provide us with all the information below. We would like you to know that it is the policy of Lynden Christian School not to discriminate on the basis of race, color, national origin, sex, age, or disability in employment, nor in its programs or activities as required by federal and state laws (to the extent applicable to the school). As a religious educational institution, Lynden Christian School does reserve the right and responsibility to select individuals whose beliefs are consistent with our mission.

As part of the application process, please **complete the application form located on the website in the employment tab and submit it with a cover letter and resume**. Please address the points below in your cover letter, limiting your letter/response to two pages:

- Describe your relationship with Jesus Christ.
- Tell us about yourself, your background, and why you are interested in serving at Lynden Christian School.
- Describe your specific talents, abilities, and gifts as it relates to the position.

Please provide three references with current phone numbers and one reference should be your Pastor or Elder.

Once your application is complete, it will be sent to the hiring committee for review. After reviewing all completed applications, the hiring committee will contact those with the desired qualifications for an interview.

MISSON OF LYNDEN CHRISTIAN SCHOOL

The mission of Lynden Christian School is to be an effective instrument of God. Together with Christian parents and the church, we educate children and young people so that they may grow and mature into perceptive and caring Christians. Finally, our goal is to produce citizens who will have a transforming influence in the world.

CONSTITUTION OF LYNDEN CHRISTIAN SCHOOL

ARTICLE II: BASIS

The basis of this Society is the infallible Word of God as interpreted by the Reformed Standards. The Society is governed by the following guiding principles:

(a) That all things have been created to the end that the Triune God may be glorified in and through them;

(b) That God by His wise covenant arrangement has appointed the parent to be responsible for the training of the child to the end that God and His glory shall be central and supreme in life's total experience;

(c) That the training of the child shall be continued under the parent's responsible supervision in a school that carries out the basic God-honoring, God-centered program begun in the home.

ARTICLE III: PURPOSE

The purpose of the Society is to maintain a school for the daily instruction of our children, such instruction to be in accordance with Art. II and directed toward the end that these children may occupy their places worthily in society, church, and state.

STATEMENT OF BASIS AND PRINCIPLES

The basis of Lynden Christian School is the Scriptures of the Old and New Testament, the infallible Word of God, as explicated in Reformed creedal standards. On this basis we affirm the following principles for Christian education:

THE BIBLE: That God by His Holy Word reveals Himself; renews man's understanding of God, of man himself, of his fellow man, and of the world; directs man in all his relationships and activities; and therefore, guides His people also in the education of their children.

CREATION: That in their education children must come to learn that the world, and man's calling in it can rightly be understood only in their relation to the Triune God who by His creation, restoration, and governance directs all things to the coming of His kingdom and the glorification of His name.

SIN: That because of man's sin, which brought upon all mankind the curse of God, alienates him from his Creator, his neighbor, and the world; distorts his view of the true meaning and purpose of life; and misdirects human culture; man's sin also corrupts the education of children.

JESUS CHRIST: That: through our Savior Jesus Christ, there is renewal of our educational enterprise because He is the Redeemer of, and the Light and Way for, our human life in all its range and variety. Only through Him and the work of His Spirit are we guided in the truth and recommitted to our original calling.

SCHOOLS: That the purpose of Christian schools is to educate children for a life of obedience to their calling in this world as image-bearers of God; that this calling is to know God's Word and His creation, to consecrate the whole of human life to God, to love their fellow man, and to be stewards in their God-given cultural task.

PARENTS: That the primary responsibility for education rests upon parents to whom children are entrusted by God, and that Christian parents should accept this obligation in view of the covenantal relationship which God established with believers and their children. They should seek to discharge this obligation through school associations and school boards which engage the services of Christian teachers in Christian schools.

TEACHERS: That Christian teachers, both in obedience to God in cooperation with parents, have a unique pedagogical responsibility while educating the child in school.

PUPILS: That Christian schools must take into account the variety of abilities, needs, and responsibilities of young persons; that the endowments and calling of young persons as God's image-bearers and their defects and inadequacies as sinners require that such learning goals and such curricula will be selected as will best prepare them to live as obedient Christians; and that only with constant attention to such pedagogical concerns will education be truly Christian.

COMMUNITY: That because God's covenant embraces not only parents and their children but also the whole Christian community to which they belong, and because Christian education contributes directly to the advancement of God's kingdom, it is the obligation not only of the parents but also of this Christian community to establish and maintain Christian schools, to pray for, work for, and give generously in their support.

EDUCATIONAL FREEDOM: That Christian Schools organized and administered in accordance with legitimate standards and provisions for day schools, should be fully recognized in society as free to function according to their principles.

Lynden Christian School 's Position Statement on the Sanctity of Human Life

Because human beings are created in the image of God their Creator, we affirm the following:

> Each human being through the whole course of life, from their beginning in their mother's womb (see Psalm 139:13-16) through death, possesses God-given worth as His image-bearer, and is thus worthy of care and protection from the beginning of life until death.

Lynden Christian School 's Position Statement on Human Sexuality and Gender Identity

Lynden Christian affirms that all human beings, male and female, are created in the image of God their Creator (Genesis 1:26-27), and therefore have inestimable value and must be treated with dignity and respect.
As a community that seeks to be an authentic biblical community, Lynden Christian Schools is committed to addressing all issues of human sexuality with grace and truth and recognizes that the most loving thing that we can do for our brothers and sisters in Christ is to graciously point them to the Truth of His Word. Understanding that God loves sinners and calls us to repentance, including those who sin differently than we do, Lynden Christian School affirms the following interpretive framework regarding God's intent for human sexuality*.*

God created two genders, male and female, determined biologically at birth (Genesis 2:18-25).

A. The Creator's intent for human sexuality, based in creation and stated in the seventh commandment, finds its fulfillment between a man and a woman within the bond of the marriage covenant. To experience the fullness of God's loving intent, sexual experience is intended to be celebrated between a man and a woman within that covenant union (Genesis 2:22-24; Proverbs 5:18-19; Matthew 19:4-6; Mark 10:6-9; 1 Corinthians 7:1-16).
B. Hetero-sexual practice outside the covenant of marriage and all homo-sexual practice is incompatible with the will of God as revealed in scripture and is sin demanding confession and repentance. The Bible's teaching regarding unchaste behavior is faithfully summarized in Heidelberg Catechism Q&A 108, 109, and 113 (links provided for Q&A and scripture references).
C. Lust, including same gender and heterosexual lust, is contrary to God's created order which reveals the brokenness of our sinful world and the effect of sin on God's perfect intent for human sexuality.
D. None of us has measured up to God's will for our sexuality, and thus we are all in need of, and able to receive, abundant grace and forgiveness through our savior Jesus Christ (Romans 6:23; Ephesians 2:8-10). God's expectation for our response to our failures and shortcomings regarding chastity, as well as our shortcomings in all other areas where we so often fail, is faithfully summarized in Heidelberg Catechism Questions 114 and 115 (links provided for Q&A and scripture references).
E. We will communicate and uphold God's standards for human sexuality and gender identity with
grace and truth.

In light of the above framework, Lynden Christian School commits itself to the following standards of Christian practice:

A. Teaching, and expecting all Lynden Christian community members to model and abide in practice by, the Creator's intent for human sexuality and gender as stated above.
B. Exercising patient understanding of and compassion for all students struggling with any issue of sexuality or gender identity.
C. Striving for an environment that is free from discrimination.
    a. No student will be expelled or excluded based on his or her same gender attraction
    b. No students will be pressured to disclose such attraction
D. Insisting upon an atmosphere that is a safe learning environment for all students.
    a. Physical assault, harassment (snide remarks, jokes, innuendo, slogans,

disparaging terms), or bullying on the basis of one's sexual orientation will not be tolerated. This policy extends to gestures, emails, text messages, notes and any other written or electronic form of threat or harassment.

b. Gay or anti-gay militancy is regarded as incompatible with Christian community and therefore will not be tolerated.
c. Inappropriate public displays of affection between couples will not be allowed.

E. Providing all students with the following:
   a. A compassionate venue in which to engage in authentic dialogue about the very real, confusing, and often painful issues related to human sexuality and gender identity.
   b. School counselors, in partnership with the family and the student's church whenever possible, who will offer biblical guidance, resources and options for referral for counseling.
   c. The assurance of confidentiality from peers or other staff except in instances of suicidal ideation or other self-harming behaviors.
   d. An assurance that the dignity of all students and families will be guarded.
F. Acknowledging our own human frailty and dependence upon Christ for his humility, grace, and wisdom in our considerations of human sexuality, seeking always to love one another as He has loved us.

Lynden Christian Schools has established this Position Statement on Human Sexuality and Gender Identity for a variety of reasons:

a. To give clarity for staff, students, and families around these topics
b. To provide direction for instruction around these topics
c. To protect the organization legally, particularly in areas of employment and enrollment
d. To direct policy making