

**Job Title:** Department Manager – Arts & Crafts, Artwork, Electronics, Hardware, Home Décor, Linens, Kitchen, Pets, Recreation, and Seasonal



**Location:** Mostly Mutts Market

**Reports To:** Market Director

**Job Type:** Full-Time

**Hours:** Monday - Friday: 9 am - 5 pm  
Saturday: 3rd Saturday of every month (with a day off during the week)

## Position Details:

Mostly Mutts Animal Rescue has been saving the lives of dogs and cats (and more!) in Metro Atlanta for over 20 years. The Mostly Mutts Market has been open since January 2023 and has been steadily growing to help support our organization. Revenue generated from the Market is essential for our continued rescue efforts.

The Department Manager leads a team of dedicated volunteers to ensure smooth operations across several departments at Mostly Mutts Market. He/She interacts with the volunteers to provide the support that their departments need to be successful and efficient, while maintaining an organized and attractive intake and sales floor. This role is essential in supporting the overall mission of Mostly Mutts Animal Rescue, as they establish a smooth flow of donations and revenue generation through effective department management.

The ideal candidate for this role has incredible people skills and can work with a variety of different people, both volunteers and customers. This candidate must be able to go up and down stairs repeatedly throughout the day, lift 25 pounds or more, and be on their feet for much of the day. The ideal candidate is passionate about animal rescue and is ready to make a difference!

## Qualifications:

- Able to commit to schedule above.
- Must be able to go up and down stairs repeatedly throughout the day.
- Must be able to be on their feet for much of the day.
- Must be able to lift 25 pounds or more.
- Must be highly organized, motivated and pay close attention to detail.
- Interpersonal skills are a must—this position requires working closely with staff members, volunteers, and community service volunteers.
- Must be flexible and able to adapt to changes.
- Basic Computer Skills.

## Key Responsibilities:

### 1. Donation Area Oversight:

- Work with volunteers to maintain a clean, dusted, and organized donation area for each department.
- Ensure all donations meet quality standards for resale and are handled safely.
- Help any department that needs additional help with sorting, cleaning, pricing or staging.

### 2. Sales Floor Pricing Department Oversight:

- Implement and oversee pricing strategies to ensure fair and competitive pricing for all your departments.
- Confirm that items are clearly labeled with accurate pricing before they are placed on the sales floor.
- Train and guide volunteers in the Pricing Department to evaluate the value of donations properly.

### 3. Management:

- Provide guidance and supervision to Community Service Volunteers, establishing that they understand and will complete their assigned tasks effectively.
- Train new Community Service Volunteers to ensure they follow Mostly Mutts' policies.
- Train and manage volunteers across all departments.
- Foster a positive volunteer environment by providing clear communication, motivation, guidance, and support.
- Mostly Mutts works hard to maintain a happy and thriving volunteer community at both our Shelter and Market locations. Commitment to our volunteers is essential for this role.

### 4. Inventory Management:

- Monitor inventory levels in all departments, securing the efficient flow of items from donation intake to sales floor display.
- Implement strategies to maintain fresh and engaging inventory, including turnover of merchandise and seasonal changes.

### 5. Customer Service & Store Operations:

- Assist in store operations, creating a pleasant and seamless shopping experience for customers.
- Act as a liaison between volunteers and customers, providing support when needed.
- Offer assistance to customers with questions regarding products, store policies, or the Mostly Mutts mission.

### 6. Health & Safety Compliance:

- Ensure that safety guidelines are followed in all departments, especially regarding the handling of donations and testing of products.
- Maintain a clean, safe, and organized work environment for both volunteers and customers.

### 7. Communication:

- Communicate any department challenges or needs for additional support to market director.
- Basic knowledge of email, texting, and Microsoft Office required
- Keep volunteers informed of departmental progress and goals through regular electronic updates and meetings.

## How to Apply for the Department Manager Position:

To apply, please send your resume and references to [jobs@mostlymutts.org](mailto:jobs@mostlymutts.org).

\*\* Candidates must pass a criminal background check and may be required to take a drug test.

## What We're Looking For:

We are seeking someone with strong people skills and a passion for working with volunteers, staff, and customers in an ever-changing environment. While previous retail or management experience is a plus, we are willing to train the right candidate who has the right personality fit and shares our mission to make a difference for animals in need.

In your email response, please share:

- Specific examples of times when you've worked well with others or contributed to a team effort.
- How you interact with people in a positive and collaborative way.
- Why this position at Mostly Mutts Market excites you and how your personal qualities or past experiences make you a great fit.

We look forward to hearing from you and finding the right person to join our team!