



## VEAC Thrift Store Admin. Assist

**Purpose/Objective:** VEAC is looking for an organized, caring individual to assist our Thrift Store Manager in maintaining a high level of customer service. The volunteer will have a heart for the mission of the VEAC Thrift Store which provides crucial funding to our food pantry.

**Location:** VEAC Thrift Store – 620 W. Houston Avenue, Visalia, CA 93291

### **Key Responsibilities:**

Track and report mandated volunteer hours for Tulare Works, Tulare Volunteer Bureau, Tulare County Probation, W.O.L.P (Workers on Loan Program, AARP, CSET and other volunteers.

Sales tracking (date entry) -enter into Excel each day's sales by department.

Donation scheduling and tracking for all truck pick ups

Filing of all paperwork, timecards and, invoices.

Help schedule volunteers and staff for the week.

**Qualifications:** Competent in Excel and Word, filing, enjoy organization and working with people.

**Time Commitment:** 6-12 hours per week. Days/times to be set by volunteer and manager

**Training and Support Provided:** Training on existing volunteer tracking systems and requirements. Training in tracking thrift store sales. Position is supported by the Thrift Store Manager and Asst. Thrift Store Manager.

**Benefits:** 25% discount on all thrift store purchases excluding large appliances. Knowing your work supports hungry families.

The Visalia Emergency Aid Thrift Store is open Monday-Saturday from 9:00 am – 7:00 pm  
Sunday from 10:00 am – 5:00 pm.