



**Safe & Fear-Free Environment, Inc.**  
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**POSITION TITLE:** Ulla's Place Manager Regular/Part time 15-20/hr/week  
**PAY/DOE:** Range 2: \$25,459 to \$33,620 Annually \$12 - 16/Hour

**PURPOSE OF THE JOB:** Responsibility for management, daily operations and services in Ulla's Place Thrift Shop and Bristol Bay Artists Cooperative.

**QUALIFICATIONS:** Candidates must demonstrate their ability to accomplish the Essential Job Results stated below.

**Job knowledge absolutely required before entering the job.**

- Knowledge and/or experience working with business equipment, handling cash sales, opening and closing tills, and preparing deposits
- Ability to work independently on a daily basis with minimal supervision Demonstrated history of punctuality and regular work attendance.
- Ability to exercise sound judgment and problem solving
- Good customer services, public relations and interpersonal skills.
- Highly motivated, productive and organized
- Ability to work cooperatively with people of varied backgrounds and/or value systems
- Ability to model non-violent behavior and freedom from substance abuse

**Preferred:**

- At least one year experience in customer service with progressively responsible job duties and responsibilities
- General bookkeeping abilities
- Alaska drivers license and clean driving record
- Experience working with volunteers and/or working as a volunteer

**ESSENTIAL JOB RESULTS:**

**Assures smooth operation of Ulla's Place Thrift Shop by**

- Establishing, maintaining and implementing policies and procedures for receiving, sorting, stocking, sale and distribution of donated clothing, furniture and household goods on a regular and timely basis accepting, receiving, accounting for, sorting, moving storing and documenting donations of goods and services
- Providing proactive customer services including engaging customers in volunteer work and participation in the Artists Cooperative
- Maintaining clean and safe working conditions within the Ulla's Place building, adjacent grounds and storage areas including creating and maintaining a regular cleaning schedule and process for routine sorting, storage and disposal of furniture and larger household items and/or seasonal materials and keeping the back sorting area clean, organized and free from clutter.
- Schedule, supervise and train volunteers including documentation of hours served for client fees, community service and/or other volunteer services and delegation of work as needed to keep up with incoming donations

- Opening and closing Ulla's Place at the times posted and ensure that staff, volunteers and the general public are timely informed of any changes in schedules, special sales or events, and/or scheduled closing for holidays or other reasons

**Ensure successful operation of the Bristol Bay Artists Cooperative by**

- Accounting for & documenting collection and sale of consignment items from the Artist Cooperative for resale
- Collecting fees due SAFE either through a percentage of sales or through work exchange as per the consignment agreement with the individual artist
- Maintaining and displaying items in a secure manner
- Assist in preparing art shows, advertisement and other information to promote opportunities for local artists to display and sell their artwork and handcrafts

**Assures program compliance and keeps management informed by**

- Assisting Outreach Coordinator in preparation and maintenance of a monthly balance sheet/budget for operations of Ulla's Place and Artist Cooperative
- Accounting for & documenting collection and deposit of cash, including balancing cash register at the end of each day, preparing daily deposits and compilation of financial reports
- Establishing and maintaining systems for tracking, accounting for and documenting collection and distribution of all items donated to or from Ulla's Place

**Contributes to the team effort and maintains continuous quality improvement by**

welcoming new and different work requirements; exploring new opportunities to add value to the organization; helping others accomplish related job results; being active in self-directed learning and professional growth

**Protects program integrity and confidentiality by** adhering to all confidentiality requirements including but not limited to S.A.F.E.'s internal policies, requirements of local, state and federal law and requirements of common sense necessary to protect the safety, dignity and privacy of persons seeking or receiving services.

**WORKING CONDITIONS:** Fast paced work environment with moderate to loud noise. Frequent, unscheduled interruptions. May work outside of building to perform duties away from main store including picking up/disposing of donated items and working the outside storage areas. Periodic exposure to situations where individuals may be a danger to themselves or others. Occasional exposure to hazardous conditions (cigarette smoke, bodily fluids, spills, chemicals and cleaning agents, broken glass, etc.) Exposure to communicable diseases.

**MACHINES AND EQUIPMENT USED:** Standard office and retail sales equipment and household cleaning tools (vacuum cleaners, etc.).

**PHYSICAL REQUIREMENTS:** Ability to walk, sit, hear, speak, climb stairs, stoop, reach, use hands, lift up to 50 lbs., see and use close vision; read, write, speak, and understand English.

**RELATIONSHIP WITH OTHER PEOPLE:** Cooperates and interacts with all SAFE staff and volunteers and community service agencies with dignity and tact. Will not engage in intimate relationships with a person seeking or receiving services from SAFE. Models nonviolent behavior and freedom from substance abuse.

**SUPERVISED BY:** Outreach & Education Coordinator.

**POSITIONS SUPERVISED:** Ulla's Place volunteers

**BACKGROUND CHECK:** Position may require applicant to be fingerprinted and pass a national FBI/State of Alaska criminal background check.

SAFE is an Equal Opportunity Employer.  
Alaska Natives, persons who are multi or bi-lingual and survivors of  
Domestic violence, child abuse, or sexual assaults are encouraged to apply.

ALL EMPLOYMENT WITH S.A.F.E. IS AT WILL. S.A.F.E. RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT

11/09

Revised: