



JOY CLOSET, INC. Job Description

Job Title: Volunteer Assistant/ Foster Closet Assistant
Report To: Executive Team/ Closet Manager
FLSA: Non-Exempt
Approved Date:

SUMMARY:

Under the direction of the Closet Manager and Volunteer Coordinator, the Volunteer Assistant/ Foster Closet Assistant will:

ESSENTIAL DUTIES AND RESPONSIBILITIES: VOLUNTEER ASSISTANT

Train volunteers on how to use Volgistics

Ensure maintenance of good volunteer hour records (remind volunteers to check in and out)

Assist in coordinating volunteer groups and schedule accordingly.

Maintain good rapport with volunteers by building a positive environment and showing appreciation.

Be available to assist with occasional after hours volunteer activities.

Generate positive relationships within the community to increase volunteer participation.

ESSENTIAL DUTIES AND RESPONSIBILITIES: CLOSET ASSISTANT

Assist in coordinating pick-ups for large donations as requests are received.

Maintain a positive rapport with donors.

Assist in coordinating seasons change overs and purge days.

Assist in up-keep/cleanliness of the facility.

Clearly communicate instructions to volunteers on task assignments.

Execute proper organization and sorting of closet donations.

Ability to troubleshoot and find ways to creatively problem solve.

Other duties as assigned by the Closet Manager.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Individuals must be at least 18 years of age for employment eligibility.

EDUCATION and/or EXPERIENCE:

Five years experience working with children of all abilities. Experience of being a foster/kinship/adoptive family is a plus.

LANGUAGE SKILLS:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and legal documents. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from supervisor, clients, fellow employees, and the general public.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, and percentages. Ability to apply concepts of basic math and algebra. Ability to understand basic principles of accounting.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Not applicable.

PHYSICAL DEMANDS:

The physical demands as described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hand to finger, handle, or feel; and reach with hands and arms. The employee is also frequently required to stand, walk, talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and ability to focus.

WORK ENVIRONMENT:

The work environment characteristics described her are representative of those and employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate but may become excessive.

COMMENTS:

Must demonstrate:

- Organizational skills and the ability to work independently.
- Respect for the dignity and equality of all people.

- Maintenance of standards of confidentiality in accordance with Joy Closet policies.
- A positive image of the program through a high level of professionalism.
- Ability to work flexible hours and maintain a positive leadership role.
- A commitment to the client-centered/client-directed mission and philosophy of the agency.
- Adherence to all Joy Closet policies.

HOURS, EXEMPTION & SALARY

Hours: 36-40 hrs/week

Exemption:

Salary:\$14-\$15/hr based on experience

I have been provided a copy of my job description. I have read it thoroughly, and I understand my job responsibilities.

Employee Signature

Date

Director Signature

Date

Joy Closet, Inc. does not discriminate on the basis of race, color, national, social, or ethnic origin, sex (including pregnancy, childbirth, or other related medical condition), sexual orientation, gender identity and/or expression, religion or belief, age, disability, marital, civil union, or domestic partnership status, or familial or parental status in employment or the provision of services. We celebrate diversity and are committed to creating an inclusive environment for all employees.