



# **CLOTHESLINE COORDINATOR**

## **Volunteer Position Description**

Updated: April 26, 2018

### **Summary**

The Clothesline Coordinator (CC) is responsible for training, supervising and assisting volunteers working the *Clothesline*. They will maintain the integrity of the inventory system, and set high standards for quality, organization and accuracy.

Due to the nature of this being a multifaceted ministry with limited staffing, volunteers may be asked to perform miscellaneous duties outside of this volunteer description as requested by PRC administrators.

### **Reports To**

Immediate Supervisor: Client Services Manager (CSM)

Secondary Supervisor: Operations Manager (OM)

Tertiary Supervisor: Executive Director (ED)

### **Supervises**

Resource Associates (RA)

Client Resource Advocates (CR)

### **Faith-Based Ministry Qualifications**

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Be a consistent witness for Jesus Christ, possessing and demonstrating excellent integrity
- Exhibit spiritual maturity as defined by Biblical standards
- Demonstrate a courteous and Christ-like manner in all relationships
- Have a heart of compassion and caring toward the hurting; be passionate about ministering life transformation in a life-affirming ministry setting
- Exhibit a strong commitment and dedication to the sanctity of human life
- Agree with and be able to uphold without reservation the *Statement of Faith*, *Statement of Principle*, *Statement of Mission & Vision* and the *Commitment at the Center*

### **Essential Duties & Responsibilities**

- Oversee all functions of the *Clothesline* ministry from donations entering the building until distributed out to our clients and/or the community.
- Maintain and improve, as needed, all established systems connected to the operations of the *Clothesline* ministry.
- Train and supervise all employees and volunteers who will be either directly or indirectly using resources within the *Clothesline* ministry

- Ensure *Clothesline* guidelines and procedures are being followed by all.
- Ensure that employees/volunteers follow procedures and maintain high standards of quality and organization
- Ensure accurate inventory control and maintain inventory reports
- Ensure the *Boutique* stays stocked
- Maintain the neatness, orderliness and cleanliness of the *Boutique*
- Understand and be willing to work all positions related to the *Clothesline* as necessary

### **Education and Experience**

- High school diploma or equivalent
- Retail experience helpful
- Management experience helpful

### **Key Competencies**

- Ability to communicate verbally with confidence and clarity
- Good listener
- Good organizational skills
- Ability to follow instructions properly
- Ability to supervise and train staff
- Maintain a neat and well-groomed appearance
- Maintain confidentiality and show discretion
- Adhere to ministry policies and procedures
- Ability to remain calm under pressure
- Experience in information and time management
- Attention to detail
- Show initiative
- Problem solving
- Must be reliable
- Must be able to adapt quickly and easily

### **Work Environment / Physical Demands**

Regularly required to sit; use hands to finger, handle or feel; reach with hands and arms and talk or hear. Regularly required to stand, walk, stoop, kneel, crouch or crawl. Regularly required to lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this position include close vision, distance vision, color vision, depth perception, and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.