



CLOTHESLINE RESOURCE ASSOCIATE

Volunteer Position Description

Updated: April 16, 2018

Summary

The Resource Associate (RA) is responsible for maintaining high standards of organization and quality while assisting in one or more areas of the Clothesline inventory process.

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: Clothesline Coordinator (CC)

Secondary Supervisor: Client Services Manager (CSM)

Tertiary Supervisor: Operations Manager (OM)

Quaternary Supervisor: Executive Director (ED)

Faith-Based Ministry Qualifications

- Possess and demonstrate excellent integrity and maturity
- Demonstrate a courteous and loving manner in all relationships
- Have a heart of compassion and caring toward the hurting; be passionate about ministering 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 Principle, Statement of Mission & Vision* and the *Commitment at the Center*

Essential Duties & Responsibilities

- Specialize in one or more areas of the inventory process as assigned, such as
 - Sorting
 - Recall checks
 - Creating outfits
 - Tagging
 - Stocking the *Boutique*
- Keep accurate inventory records
- Uphold quality standards
- Maintain the organization of the inventory process
- Keep a neat and clean work space

Education and Experience

- High school diploma or equivalent
- Retail experience helpful

Key Competencies

- Ability to communicate clearly and listen attentively to instruction
- Ability to follow instructions properly
- 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.