



6201 N 60th Street
Omaha NE 68104

We are called to feed and clothe God's people in need.
We believe nutritious food contributes to good health.
We value people with love, hope, compassion and dignity.

Helping Neighbors ~ Improving Lives ~ Spreading Blessings

Clothing Pantry Coordinator Job Description

Position Description: Part-time position responsible for coordination of day-to-day clothing pantry operations, office tasks, special projects and additional tasks as needed.

Normal Work Hours: Monday, Wednesday, and Friday 10:30 a.m. until 3:30 p.m.

Skills and Qualifications:

- 1) Able to lift and move 25 to 50 pounds, carry boxes, and bags in addition to standing and walking for long periods of time.
- 2) The capacity to work well with others; as well as relate sensitively and effectively with the food pantry staff, those who serve as volunteers, and our clothing pantry clients.
- 3) Shows appreciation and respect for the role of the Executive Director and the Board of Directors with respect to the governance of our agency, and the desire and ability to work in partnership with them, other staff, and volunteers.
- 4) Demonstrates positive abilities in the areas of organization skills, independent time management skills, effective communication skills, leadership qualities, and ability to supervise volunteers.
- 5) Ability to proficiently use office printer/copier.
- 6) Requirements include a high school diploma with at least 2 complete years of successful work experience or 5 years of successful work experience in lieu of high school diploma.

Supervisor: Responsible to the Executive Director.

Duties and Responsibilities:

- 1) Supervise, organize, and assist with the intake of clothing donations including documentation on donation forms, issuing receipts, and sending thank you notes.
- 2) Supervise, organize, and assist with the sorting and display of clothing donations.
- 3) Supervise the process and distribution of clothing in the pantry area.
- 4) Maintain the appearance, function, and safety of the clothing pantry area by keeping it clean and well organized.
- 5) Train and supervise volunteers maintaining a positive and productive work environment in compliance with Project Hope principles and completion of assigned tasks.
- 6) Schedule and coordinate volunteer times, providing maximum efficiency for daily operations.
- 7) Compile accurate reports of volunteer hours and submit monthly summary to Executive Director.
- 8) Maintain log of client visits daily, compile totals, and report to Executive Director monthly.
- 9) Interact with clients to facilitate a positive experience for them.
- 10) Limit the number of items clients receive as needed to maintain adequate amounts of clothing available.
- 11) Print, post, or distribute logs, schedules, posters, fliers, and handouts as needed.
- 12) Notify the Executive Director of supply and equipment needs.
- 13) Assist the Executive Director with additional duties as assigned to maintain the daily operation of the clothing pantry.