

# Position Description

<b>Position Title:</b>	Clothing Distribution Assistant
<b>Reports To:</b>	Program Manager
<b>Department:</b>	Program
<b>Status:</b>	<input checked="" type="checkbox"/> Part Time/Seasonal
<b>Classification:</b>	<input checked="" type="checkbox"/> Non-Exempt

## GENERAL POSITION SUMMARY

This position is responsible for receiving, filling, tracking, and delivery of requests from referral partners working with Note in the Pocket. Provides feedback to the Day Leaders regarding quality control, sizing, shelving, and overall fulfillment process with the Day Leaders and volunteers.

## ESSENTIAL FUNCTIONS

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.*

- Responsible for ensuring appropriate and timely fulfillment of incoming clothing requests
- Advises DL's about general inventory gaps and specific items/sizes needed to complete current requests
- Records delivery information including: destination, driver, date, number of bags for data input and recording of volunteer hours
- Follows up as necessary with referral partners regarding clarification and/or missing information
- Assists with final quality control inspection of fulfilled requests before items are packed
- Help engage and retain volunteers within the organization.
- Assist with and attend Emergency Clothing Events as needed.

## NON-ESSENTIAL FUNCTIONS

- Greets volunteers upon arrival and helps Day Leaders to facilitate groups as necessary
- Assists in maintaining needed inventory control and alerts Finance and Operations Director when gaps occur including supplies such as bags

## QUALIFICATIONS

### A. Education

<u>Level</u>	<u>Area of Study</u>
X High School Diploma/GED	Required
	<u>Preferred: General Degree</u>
<input type="checkbox"/> Bachelor's Degree	_____
<input type="checkbox"/> Master's Degree	_____
<input type="checkbox"/> Other (must specify): _____	_____

### B. Experience

- Previous experience working in a retail or resale clothing business required

### C. Knowledge, Skills, and Attributes

- Ability to work effectively in a deadline-driven, multi-priority environment; exhibit consistent usage of effective time management skills and appropriate resource management; communicates issues and delays to Program Manager.
- Provides others with timely and organized information; provide clear directions, shares responsibility and accountability; includes and consults with appropriate individuals as needed.

