



VOLUNTEER JOB DESCRIPTION

TITLE: Clothing Closet Manager

STATUS: Volunteer

REPORTS TO: Development & Communications Manager

REVISION DATE: 08/04/2022

PURPOSE: Our Clothing Closet Manager assists our Development Department by managing the clothes, shoes, and other in-kind donations held in our clinic closet. Our donation closet is a vital resource for clients that aids our Agency's mission of delivering holistic, compassionate mental health and case management services that empower individuals and families to overcome barriers and significant life challenges to achieve more fulfilling, resilient, and self-sufficient lives.

DUTIES AND RESPONSIBILITIES:

1. Help organize, sort, and hang clothing, shoes, and accessories donated to Amanecer.
2. Create and maintain inventory of in-stock items and sizes.
3. Provide feedback to the Development Manager when items or sizes are running low.
4. Work alongside the Outreach Manager and other Amanecer staff to coordinate "donation drops" for clients and families in need.

VOLUNTEER JOB REQUIREMENTS:

1. Ideal candidate must be able to complete all physical requirements of the job (i.e., sitting, standing, reaching, sorting, walking, and lifting up to 20lbs at a time).
2. Candidate must be available once a month, at minimum, to perform duties in a 2 - 4 hour shift.
3. Candidate must be available to perform duties any time during Amanecer's working hours: 9AM to 5PM Monday through Friday.
4. Prior organizational experience
5. Previous volunteer experience preferred, but not required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Superior organization skills required.
2. Extreme attention to detail required.
3. Ability to work well with others required.
4. Good verbal communication skills.
5. Ideal candidate is dependable.
6. Basic computer skills preferred.

WORKING CONDITIONS AND PHYSICAL EFFORT:

1. Work is normally performed in a typical interior/office work environment.

2. Physical effort required includes standing, sitting, bending, stooping, lifting (up to 20 lbs), talking and hearing.
3. Work environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.