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**Evansville Christian Life Center**

509 South Kentucky Avenue

Evansville, IN 47714

(812) 423-9222

**Clothing Resource Assistant**

**Reports to:** Clothing Resource Coordinator  **FSLA Status:** Non-exempt  
**Directly Supervises:** Volunteers and Clients

**Narrative Description:** Maintains the order and appearance of the Clothing Resource area to assure a safe, effective, and efficient distribution process as set forth by the Clothing Resource Coordinator consistent with service objectives established by the ECLC.

## Specific Responsibilities:

* Emphasis on departmental efficiency with attention to the prompt movement of donations to a racked position.
* Complete required paperwork to maintain an accurate record of disbursements on a timely basis.
* Provide direction to volunteer staff relating to positioning and distribution.
* Respond in an appropriate manner to clients’ requests.
* Communicate on a regular basis with the Clothing Resource Coordinator to maintain an effective flow of products to meet ECLC standards.
* Adhere to all policies, procedures and budget guidelines.
* Ensure all safety procedures are followed.
* Attend meetings and trainings as directed.
* Promote and support the policies, procedures, philosophies, and objectives of the ECLC.
* Portray a positive attitude toward fellow staff, donors, volunteers, and clients.
* Perform other duties as directed by the Clothing Resource Coordinator, the Life Care Coordinator, and/or the Director of Operations/Leadership Team.

**Qualifications:**

To perform this job successfully, an individual must have accepted CHRIST as their personal savior, be an active member of an evangelical (Bible-believing) church, and be able to carry out each of the major duties satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The following requirements are representative of the knowledge, skill, and/or ability required.

## Education and Experience:

* High School diploma or GED required
* Experience in a related area beneficial

## Skills Level:

* Ability to read, analyze, and interpret information accurately in order to effectively present, respond, and appropriately interact with donors, staff, and volunteers.
* Must possess an element of maturity with sufficient life experience.

## Reasoning Ability:

Ability to exercise sound judgment in implementing decisions designed to carry out the objectives of particular tasks and policies of the ECLC programs. Must possess the ability to prioritize work responsibilities. Must be a self-starter.

## Physical Demands:

While performing the duties of this job, the employee is regularly required to stand, walk, climb or balance; stoop, kneel or crouch; use hands to finger, handle, or feel; reach with hands and arms, and talk or hear. The employee must occasionally lift and/or move up to 35 pounds. Also, the Clothing Resource Assistant must be able to combat frustration and personal or work stress without allowing it to interfere with their relationships with staff, volunteers, and/or clients.

## Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is normally low to moderate.

## Disclaimer:

*This job description is not all-inclusive, and employees may perform other reasonably-related business responsibilities or duties as assigned by the Clothing Resource Coordinator, the Life Care Coordinator, the Director of Operations, and/or the Executive Director/CEO. This organization reserves the right to revise or change position duties as needed. This job description does not constitute a written or implied contract of employment.*

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## Consent/Acceptance Clause:

*I have read and understand the above-mentioned qualifications and requirements for this job position. I meet or exceed the qualifications outlined in this job description. I am willing to carry out these specifications according to the Evansville Christian Life Center policies and procedures.*

**Employee Signature Date**

**Updated 1/20/22**