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## Evansville Christian Life Center

509 South Kentucky Avenue  
Evansville, IN 47714  
(812) 423-9222

### Clothing Resource Coordinator

**Reports to:** CRD Supportive Services Coordinator

**FSLA Status:** Non-exempt

**Directly Supervises:** Volunteers and Clients

**Narrative Description:** Directs the daily operations of the Clothing Resource Department and other gift-in-kind donations with emphasis on fulfilling the objectives of these services as established by the ECLC. Maintains the order and appearance of the Clothing Resource area to assure a safe, effective and efficient distribution process.

#### Specific Responsibilities:

- Emphasis on departmental efficiency with attention to the prompt movement of donations to a racked position.
- Respond in an appropriate manner to client's requests
- Complete required paperwork to maintain an accurate record of disbursements on a timely basis.
- Coordinates with CRD Supportive Services Coordinator to prioritize and assign each day's tasks to maintain coverage of all units within the department and maintain a smooth flow of the program.
- Monitor the schedule of daily volunteers and secure additional help in the event of absences to assure coverage for each position.
- Provide direction to volunteers relating to position and distribution.
- Communicate on a regular basis with the CRD Supportive Services Coordinator to maintain the logistics of the department.
- Follow-up on gift-in-kind forms to assure submission in a timely manner.
- Adheres to all policies, procedures and budget guidelines.
- Ensures 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 CRD Supportive Services Coordinator and/or the Director of Operations/Leadership Team.

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## **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
- Additional education and/or experience in business or human services a plus; working knowledge of computer business software applications is important.

## **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 Coordinator 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.

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**Disclaimer:**

*This job description is not all-inclusive, and employees may perform other reasonably-related business responsibilities or duties as assigned by 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.*

**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.*

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**Employee Signature**

**Date**

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**Updated 2.9.24**