



*Help. Healing. Hope.*

**Position Title:** The Clothing Connection Director  
**Program Assignment:** The Clothing Connection (TCC)  
**Reports to:** Executive Director

**Summary:**

The Clothing Connection is one of Park View Community Mission's six programs, and fulfills Park View's goal to provide neighbors with proper clothing and small household items. This position works as a part of Park View Community Mission's staff to further our mission to offer help, healing, and hope to our neighbors. This position also works closely with partners in the community to coordinate clothing drives, conduct fundraising activities, and recruit volunteers. The Director oversees and manages the day-to-day operations, which include, but are not limited to, managing, recording and reporting the intake and outtake of TCC items, recruiting and overseeing volunteers to assist with various tasks, serving as the face of TCC by creating a warm and welcoming atmosphere for both clients and volunteers, and maintaining the cleanliness and organization of the TCC facility. This position will have an office at TCC in the lower level of The Plaza. Hours for this position are typically 8-3, Monday through Friday. TCC is open for neighbors Monday through Friday, 9-3 with the exception of Tuesday when the hours are 12-3. This position reports directly to the Executive Director.

**Knowledge of:**

- Microsoft Word and Excel, Google Docs and Sheets
- Volunteer and event coordination

**Ability to:**

- Develop and maintain the TCC budget and manage ongoing expenses.
- Oversee the operations of the storefront and back sorting area ensuring it is safe and clean for employees, neighbors, and volunteers.
- Recruit and manage volunteers.
- Create a warm and welcoming atmosphere for all associated with TCC.
- Answer and respond to emails and phone calls in a timely manner.
- Manage TCC donor records and correspondence.
- Collect and report weekly data on neighbors, donations, and volunteers.
- Develop and maintain partnerships within the community in support of the program.
- Maintain the upkeep of the facility.
- Supervise and communicate with volunteers and work study students on daily tasks.

### **Minimum Requirements**

- Two-year associate's degree or four-year degree.
- Retail experience is preferred.
- Experience working in a team environment.
- Qualified candidates must demonstrate a warm and welcoming personality, have leadership capabilities, be a self-starter needing minimal direction, organizational and problem-solving skills, and the ability to multitask.
- Can physically perform heavy lifting in a safe manner.