



Position: Part Time Donations Lead – Hope's Closet Thrift

Reports to: Assistant Store Manager

Supervises: Donations associates and serve staff

Classification: Hourly/part-time

Location: Arlington

Objective

To support and help lead daily donations operations while providing excellent customer service and keeping focus on The Church of Eleven22 and Hope's Closet's vision of being a movement for all people to discover and deepen a relationship with Jesus Christ.

Key Responsibilities

- Minister of the gospel
- Drive sales by executing daily operations of inventory and providing excellent customer service to our donors and customers
- Maintain organization in donations – processing area, donation door, warehouse and stockroom
- Assist managers in training, coordination and supervision of donations staff and serve staff in donation operations, serving and ministry opportunities
- Lead team in the absence of Assistant Manager – zoning staff, following up on daily duties, processing and replenishment
- Close and open donations department
- Help create an inspiring team environment through setting and celebrating team goals, promoting open communication, and demonstrating a proactive work culture
- Weekend and holiday hours are a must, hours and shifts may change due to high work volume
- Must be able to lift a minimum of 50lbs.
- Assist with donations team schedule
- Support with planning and preparing for sales events, floor moves and seasonal inventory needs
- Support with vendor relationships

Competencies

- Model The Church of Eleven22 mission, vision and core values.
- Demonstrated ability to make disciples who make disciples
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Possess strong organizational, planning and problem-solving skills
- Ability to stay focused on daily and weekly tasks while preparing for future store needs
- Proactive team communication



- Ability to work in a fast-paced work environment
- Forklift certification [in-house certification available]

Education and Experience

- Completion of a high school diploma required
- 2-3 years of relevant work experience, including retail or warehouse experience

Position Type/Expected Hours of Work

This is a part-time, non-exempt position which reports to the Assistant Manager – Donations. Days may vary by week due to needs of store and events. Weekend and holiday hours are a must.

Work Environment

This job operates in a professional retail environment which includes both sales floor and warehouse/stockrooms. This position works mostly in donation department which uses equipment like hand carts, dollies, ladders, rolling carts and rolling racks.

Physical Demands

This is an active role that requires the ability to stand or walk on concrete flooring for prolonged periods of time; bend, lift, grasp, reach, push and pull materials; walk on uneven surfaces, ladders and stairs and lift up to 50 lbs.

EEO Statement

The Church of Eleven22 provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. The Church of Eleven22 reserves the right to discriminate on the basis of religion to the full extent permitted by law.