



VOLUNTEER OPPORTUNITY: June's Kids Kloset Program Manager

Philomath Community Services INC

Physical Address: 360 S. 9th Street, Philomath, OR 97370

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www.philomathcommunityservices.org | 541-929-2499

Position: Program Manager, JKK

Employment Type: 8-12 hours/week; Unpaid

Start Date: September 1, 2019

Application Deadline: We will begin accepting applications starting July 1, 2019

Position Summary

Philomath Community Services (PCS) is seeking a Program Manager (PM) to run June's Kids Kloset (JKK,) which has a mission to serve the children of our community by providing clothing, diapers, formula, and other necessities to children and families. JKK serves the greater Philomath Community and is the only one of its kind in the area. It is a place where many children can get a warm winter coat, shoes, and basic clothing —things most of us take for granted!

About Philomath Community Services

PCS is a 501(c)(3) non-profit organization that is largely driven by volunteers. PCS keeps overhead low by housing five different programs under one roof, each one directed by a volunteer Program Manager, under the oversight of our Board of Directors and with support from our paid Executive Director. PCS has been assisting the Philomath area in some manner for 28 years, with one of the original programs being June's Kids Kloset (which serves all of Benton County.) The following programs are also part of Philomath Community Services: Philomath Food Bank, Philomath Community Gleaners, Lupe's Community Garden, and Holiday Cheer. Learn more at www.philomathcommunityservices.org.

Duties

- ☆ Generally oversee the operation of June's Kids Kloset
- ☆ Attend PCS monthly Board meetings and report about JKK status, needs, and wants
- ☆ Represent JKK in the public, sharing information about the needs of the program
- ☆ Work with public and private sources to acquire funds and in-kind donations
- ☆ Keep appropriate records of finances, budget, donations, and clients
- ☆ Provide training as needed for volunteers
- ☆ Implement systems and tasks as delegated by the board
- ☆ Continually work to increase efficiency, better serve clients, and adequately use the JKK space
- ☆ Leverage existing volunteers and work to establish a team, which may consist of a Floor Coordinator, Donations Coordinator, Volunteer/Staffing Coordinator, Storefront Volunteer, and Donation/Back of House Volunteer
- ☆ Fill in as needed to ensure the smooth operation of the Program
- ☆ Perform other duties in accordance with the JKK Operations Manual and Board-approved JKK PM Job Description

Qualifications and Skills

- ☆ High level of integrity, recognizing the responsibility that comes with managing this critical community service
- ☆ Available to be on-site for a minimum of two 3-hour sessions per week for JKK "open" hours
- ☆ Passionate about supporting families by helping their children acquire clothing
- ☆ Understands and can promote the vision and mission of PCS
- ☆ Experience working in Excel spreadsheets
- ☆ Organized, on-time, and committed to high quality work
- ☆ Effective communication and interpersonal skills, both written and verbal

To Apply

If you or someone you know would like to serve as the JKK Program Manager, please contact our Executive Director, Mark McGuire, at Director@philomathcommunityservices.org or via our online [Contact Form](#), and we will get back to you within 48 hours with a complete set of application materials. If you have further questions, please do not hesitate to reach out. Thanks!