



June's Kids Kloset Program Manager Job Description

A collaboration between The Pastors Association and Philomath Community Services

Job Title: Junes Kids Kloset Program Manager



Purpose of the Position: The Program Manager oversees the operation of June's Kids Kloset to ensure that children of Benton County have their basic clothing needs met. The Program Manager is responsible for training, orientation and supervision of JKK volunteers. The Program Manager represents JKK at Philomath Community Services (PCS) Board of Directors meetings.

The JKK Program Manager reports to the Philomath Community Services Executive Director and the Philomath Community Services Board of Directors.

The Program Manager reports financials to the PCS Bookkeeper.

Duties to be Performed:

The Program Manager should carry out the following tasks:

- Open and close June's Kids Kloset for client shopping or delegate to another volunteer if the Program Manager is unavailable
- Track volunteer hours, client information, donations and repurposed clothing for monthly reports and yearly reports
- Assign tasks to volunteers, providing training and orientation
- Assist volunteers in the storefront, back of the house donation area and upstairs donation area to assure the smooth operation of the program as needed
- Work with the Executive Director
 - To recruit new volunteers
 - To arrange JKK special projects or large group projects
- Shop or oversee shoppers for items needed
- Order supplies
- Keep the storefront clean and well organized
- Attend Philomath Community Services Board of Directors meetings
- Continually work to increase efficiency, better serve clients, and adequately use the JKK space for the intended purpose

Needed Characteristics and Training:

- d) Education and or experience in one or more of the following areas:
 - a. Civil rights training

Volunteer Hours a Month: 40

Program Manager Signature: _____ **Date:** _____