

**Damiano of Duluth**  
**Job Description**  
**Clothing Programs Coordinator**

**Position Purpose:**

The Clothing Programs Coordinator directs the day-to-day operations of the Clothes That Work program, the Free Store, and donation sorting for Damiano programming.

**Free Store:** The Damiano Center Free Store is the largest free store in Duluth and provides clothing and household goods to anyone in need. Items are donated from people in the community and distributed to those in need.

**Clothes That Work** is a free clothing store for people who are seeking specialized clothing, including work, interview, court, funeral, and reentry. Staff members offer advice and consultation on position-appropriate clothing and accessories for any number of work settings.

**Position Function and Relationship:**

The Clothing Programs Coordinator reports to the Associate Director and undertakes a variety of administrative and program tasks. The coordinator directs the day-to-day operations of the program by performing duties personally and through volunteers. This individual evaluates program results and prepares related reports for the program management. This is a highly organized position and with exceptional decision making skills. This position is responsible for deescalating situations that may arise in the clothing programs.

**Essential Duties and Responsibilities:**

**Free Store Accountabilities:**

- Coordinate program and partner agency evaluation activities with accurate record keeping
- Ability to support volunteers, interns and community service workers by providing support for training, schedule changes, and consistent communication.
- Support and lead volunteers placed by partner agencies, including ability to assist with evaluations as required per each agency.
- Evaluate program results and prepares reports for program management.
- Ensure that the Free Store and Clothes That Work are open to a set schedule and adequately staffed by volunteers, interns, etc.
- Work with guests to help meet their clothing needs.
- Maintain sufficient donations to serve customer needs, communicate needed items with leadership team.
- Maintain efficient distribution and storage of donated goods in an equitable way.
- Implement practices that facilitate a peaceful shopping and donating experience for guests and volunteers in the clothing programs.
- Ensures implementation of policies and practices.
- Help build positive relations within the team and external parties
- Support in budgeting, fundraising and marketing/outreach activities as requested.
- Assist with regular volunteer and staff meetings.
- Support coordination of cleaning and organizing of program spaces.

**Clothes That Work Accountabilities:**

- Maintain accurate client records and database of Clothes That Work guests.
- Develop and maintain cooperative relationships with other community employment resources.
- Provide fashion advice to customers upon request.
- Assure that participants are provided with clothing and accessories according to program guidelines.
- Maintain an appointment schedule for guests utilizing the program.
- Ensures technology is used correctly for all operations. Ability to use software/electronics (Word, Excel, Access, iPad, Email, Google Suite etc.)

**Additional Skills needed:**

- Follow all organization polices and program guidelines
- Support collaboration between programs
- Support the mission and values of the Damiano Center
- Support a warm and welcoming environment
- Ability to relate to youth, families who face barriers associated with poverty, homelessness.
- Ability to follow funding guidelines and collect data.
- Maintain positive working relationships
- Deescalate situations that arise
- Other duties as assigned.

**Other Qualifications:**

Three (3) years retail, merchandising, customer service, employment services experience or equivalent education or experience.

**Classification:**

This is a non-exempt position of up to 40 hours per week, Mon-Fri. Competitive benefits.

**Supervisor:** Associate Director