

Job Description – Program Coordinator, Kids' Kloset

Kids' Kloset provides under-served Westchester County children with donated clothing and related items. Since opening in 2011, we have provided over 20,000 bags of clothing, footwear, diapers and other essentials to local children. Families request clothing through one of our Community Partners, or any community advocate (schools, organizations, etc). Orders are filled and distributed to Community Partners. KK does not have direct contact or interaction with the public; however we make every effort to meet requests from our Community Partners and other community advocates.

The role of Program Coordinator will be hands on and interactive, liaising between the volunteers and the Community Partners we serve. Program Coordinator hours will include all in office hours of the program's operation, plus a minimal number of administration hours outside the office. (we are currently operating 10 am – 1 pm Monday thru Thursday; however our typical hours are MTTh from 10 am – 2 pm and Wednesday from 1 pm – 5 pm).

The Program Coordinator will report to Executive VP of Operations ("EVPO")

The Program Coordinator will be responsible for:

- Overseeing and executing standard operating protocols
- Creating volunteer schedule/Sign-Up Genius, and ensure proper staffing during hours of operation
- Maintaining database of volunteers with up to date contact information
- Communicating with volunteers about schedule changes, office closing, office protocols, rules & regulations
- Establishing and maintaining relationships with community partners
- Processing orders from community partners and ensuring timely pick up
- In collaboration with EVPO: creating and maintaining budget for KK
- Overseeing inventory for distribution and purchasing inventory as needed
- Directing or initiating Donation Drives as necessary to meet inventory needs
- Maintaining various databases/excel spreadsheets
- Working with EVPO to identify new community opportunities
- Working with marketing and development on fundraising endeavors
- Maintaining relationships with volunteers/donors

The ideal candidate will have an understanding of and passion for our mission. Strong written and verbal communication skills. Strong organizational skills that reflect ability to prioritize multiple tasks seamlessly with excellent attention to detail. Must be able to work in a fast-paced environment and balance various tasks and demands. Proven ability to handle confidential information with discretion. Strong computer skills with proven ability to develop and format charts, spreadsheets, presentations, and documents.

A solid understanding and experience with Microsoft office and online databases is required.

Candidate must live in Westchester County and have a high school degree or equivalent. Our office is located in North White Plains and is not easily accessed by public transportation.

Please send cover letter and resume to: lauren@914cares.org