

Position Description Career Corner Merchandiser



Classification: Volunteer

Reports To: Volunteer Experience Specialist

Supervises: This position has no direct supervisory responsibilities

Organization

Goodwill of Western Missouri & Eastern Kansas has a rich, 120 year+ history. Everyone knows Goodwill for our thrift stores, but few know what Goodwill is really all about. The sale of donated items provides funds that stays local, supporting thousands of job-seekers with barriers to employment. We believe in the Power of Work and are committed to helping people earn and keep jobs in this community. That's why 90¢ of every dollar Goodwill spends goes directly into our mission, not into shareholders' pockets.

Impact

The Mission Support Center Career Corner provides Goodwill clients access to free, professional clothing, shoes, accessories, and more. The Career Corner Merchandiser is solely responsible for keeping the space clean and organized. As Goodwill clients seek and maintain their employment, the Career Corner Merchandiser makes sure their wardrobe doesn't stand in the way of their success. He or she steams donations; organizes items by gender, type, and size; and displays items in an appealing and accessible way. This ensures the space is usable for all job seekers.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Examine donations for quality and steam items to get out wrinkles
- Sort donations from bins into store displays by gender, type, and size
- Maintain an organized and clean area
- Communicate with Goodwill staff if the Career Corner is running low on, or out of, a certain item
- Create displays of sample outfits for a variety of types of jobs and people

Work Environment

This job operates in a professional office environment. Appropriate business casual attire is expected.

Time and Location

The Career Corner is located at Goodwill's Mission Support Center, 1817 Campbell Street Kansas City, MO 64108.

Flexible schedule, during regular business hours of 9:00am-4:00pm, Monday to Friday. A group of 1-4 should expect a restocking to take around 2 hours.

Orientation and Training

In person orientation and training will be provided during the shift by the Volunteer Experience Specialist.

Qualifications

- Organization and attention to detail
- Understanding of levels of professional dress
- Retail experience helpful, but not required
- Enthusiasm for Goodwill mission and activities

Values and Competencies

- We allow our values to guide our actions:
 - Lead: Everyone has value - help them find it and celebrate it
 - Grow: Learn constantly and strive continually to better ourselves
 - Partner: Be good citizens, maximize the value of donations, and support sustainability
 - Innovate: Always seek new and better ways to accomplish our mission
 - One Agency: Work collaboratively to build a legacy from which future generations will benefit

- Every leader must demonstrate these competencies:
 - Has a focus on our mission
 - Does the right thing, acting with honor and integrity
 - Develops self and others
 - Owns results