

Position Description

Mission Services Supporter



Classification: Volunteer

Reports To: Vice President of Mission Operations and 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

Goodwill's Mission Services Department creates and manages the individualized programs and services that help our job seekers. Mission Services also evaluates outcome delivery of each service and works to ensure programs remain within standards for certification. The Mission Services Supporter is responsible for assisting the Mission Services Department in this effort. Projects and administrative work will keep the department organized and functioning at its best.

Essential Functions

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

- Organize and file office paperwork
- Copy/collate documents
- Proof read documents
- Organize supplies
- Research
- All other projects as assigned by the Vice President of Mission Operations

Work Environment

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

Time and Location

There is a flexible schedule, during regular business hours of 8:00am-5:00pm, Monday to Friday. Must commit to a minimum of two hours a week.

Orientation and Training

In person orientation and training will be provided by the Vice President of Mission Operations, or her designee, and the Volunteer Experience Specialist.

Qualifications

- Organization and attention to detail
- Ability to follow directions
- Self-starter – operate with minimal supervision
- 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