

Interfaith Clothing Center

SITE MANAGER

The Interfaith Clothing Center Site Manager supervises all operations of the Interfaith Clothing Center in Rockville, Maryland. The Site Manager works 40 hours per week with benefits.

The Interfaith Clothing Center is a high volume, very active clothing and home goods center serving the needs of diverse social-economic and ethnic groups. The Site Manager must be comfortable in an environment with varied daily duties, supervising other employees as well as volunteers, and critical electronic records management.

Administrative and operations experience needed. Computer literacy required. The Site Manager needs to be a reliable team member with the ability to adapt to changing needs and priorities, work with individuals of all abilities, problem solve, multi-task and meet deadlines.

Responsibilities:

1. Manage on-site program operations.
2. Register clients.
3. Maintain all center records both hard copy and electronic files.
4. Maintain all center databases both hard copy and electronic systems.
5. Assist clients in locating items and other on-site community resource literature as needed.
6. Manage the distribution of special items programs including: School Supplies, Welcome Baby, Toy Closet.
7. Conduct surveys of center customers including clients, volunteers and donors.
8. Ensure telephones are answered and information is communicated properly.
9. Ensure all center customers are greeted promptly and professionally.
10. Schedule, supervise and train volunteers, ensuring that all center volunteer positions are filled during center operating hours.
11. Oversee facility maintenance and administration.
12. Ensure selection floor is properly stocked and merchandised.
13. Maintain a clean and organized facility and center grounds.
14. Supervise ICC paid staff.
15. Maintain an organized system of processing donations, including receipt of; pre-sort; and sorting processing.
16. Other duties as assigned.
17. Saturday and evening hours required.
18. Must be proficient in the English language.
19. Spanish fluency strongly desired.
20. Retail management experience strongly desired.

The position is full-time with benefits.

To apply: email your resume and a cover letter to:
Sabrina Wilson swilson@iworksmc.org

No telephone calls will be accepted.