



**JOB TITLE: Wellspring Shoppe Coordinator**

**Position Statement:** The Coordinator of the Wellspring Shoppe is responsible for the operational success of the organization's clothing bank located at 1210 Broadway Avenue in Fort Wayne. The Coordinator will work closely with the Wellspring Program Floater and Shoppe volunteers to ensure program delivery in an efficient and empathetic manner.

**Category:** Regular, part time (20 hours per week)  
Mondays, Tuesdays, Thursdays, and second Saturday of each month

**Rate of Pay:** \$15.50/hour

**Reports to:** Director of Operations

**Position Description:**

- Oversee operations of the Wellspring Shoppe, a free community clothing bank open to anyone in need of clothing for their household.
- Process donations, including the sorting, sizing, steaming, hanging, displaying, etc. of clothing, shoes, and accessories.
- Assist clients during their appointed shopping times.
- Create and maintain merchandising design and floor displays.
- Efficiently manage off-season inventory.
- Constantly evaluate systems and streamline program operations.
- Delegate tasks and projects to the Program Floater and volunteers.
- Interact with the community to solicit in-kind clothing donations, volunteer support, and financial gifts.
- Recruit, orient, train, and supervise volunteers.
- Develop meaningful collaborative relationships with other community organizations.
- Support Wellspring and Shoppe marketing efforts as needed.
- Process and input client intake information in database; collect and summarize data in reports as required.
- Provide reports for and attend staff, committee, and community meetings as required.

**Qualifications:**

- High school diploma or GED equivalent.
- Valid driver's license and insurance as required.
- Computer skills: Microsoft/Office 365, database management, form creation/updating, layout and design.
- Understanding and strong support of Wellspring's Cultural Creed and mission.
- Demonstrated history of:
  - Experience with customer service, organizing, merchandising, fashion, and/or the human services, public service, or community service fields is a plus;
  - Sensitivity to and respect for diversity; experience with and/or empathy for the impoverished;

- Commitment to volunteer involvement and creating a positive workplace that attracts and retains volunteers;
- Strong communication skills; and
- Exceptional management skills.
- Demonstrated ability to:
  - Work independently;
  - Work creatively with limited resources;
  - Set and maintain boundaries;
  - Excel in leadership positions;
  - Collaborate with community organizations, and
  - Lift up to 50 pounds, climb up and down a ladder, twist at the trunk, be on feet for up to four hours at a time, and work in a fast-paced, mildly physical environment.

**Please submit resume to Ermina Mustedanagic, Chief Executive Officer at [ermina@wellspringinterfaith.org](mailto:ermina@wellspringinterfaith.org)**

**Questions? Please Call 422-6618 ext. 112**