



JOB TITLE: Donations Associate

REPORTS TO: Lead Donations Associate

REQUIREMENTS:

- Retail clothing store experience a plus.
- Must be detail-oriented with outstanding organizational skills and enthusiasm for neatness.
- Strong work ethic, energetic, and reliable.
- Must be able to pass a variety of background checks, including but not limited to a criminal background check and child abuse registry check.
- Able to lift 50 pounds and work on feet throughout the day.
- Must be extremely passionate about helping children, specifically children in foster care in the state of Georgia.

JOB DESCRIPTION:

The Donations Associate carries out a daily action plan as determined by the Lead Donations Associate to ensure that donations of clothing and essentials are clean and neatly organized to be distributed to foster children in The Bloom Closet as well as The Bloom Closet Express.

PRIMARY RESPONSIBILITIES:

- Sorts, cleans, and inventories store merchandise.
- Helps maintain clean, organized stockroom.
- Oversees volunteers in stockroom when needed.
- Assists Program Manager, Lead Donations Manager, and Special Projects Associate where needed.
- Engages with volunteers and donors in a friendly manner and communicates Bloom's mission as needed.

GENERAL EXPECTATIONS: This is a full-time, 40 hours/week position requiring two (2) Saturdays per month plus an occasional evening during the week.