



Are you looking for a rewarding career where you can make a difference in the lives of foster children every day? We have an opportunity just for you!

Bloom Our Youth, Inc. ("Bloom") provides loving homes and services to base-level foster children as well as medically fragile, MWO and pregnant or parenting foster teens.

JOB TITLE: Donations Center Coordinator, The Bloom Closet

REQUIREMENTS:

- High school diploma required. Some college preferred.
- Retail clothing experience preferred. Fashion merchandising experience and/or knowledge of children's clothing a plus.
- High energy level with a positive attitude and passion for Bloom's mission.
- Outstanding organizational skills and enthusiasm for neatness.
- Strong leadership skills with the ability to train volunteers and staff and assign tasks.
- Must be able to lift 40 pounds and work on feet throughout the day.
- Proficient computer skills including but not limited to Microsoft Office, Word, and Excel
- Must be able to pass a variety of background checks, including but not limited to a criminal background check and child abuse registry check.
- Must possess a valid Georgia Driver's License with clean driving record.

JOB DESCRIPTION:

The Donations Center Coordinator communicates and ensures the implementation of a daily action plan for the processing of clothing and other in-kind donations to meet the inventory demands of the Bloom Closet and the Bloom Closet Express.

This position ensures that the donation center and warehouse locations are neatly organized, and that low inventory is promptly replenished when needed.

PRIMARY RESPONSIBILITIES:

- Has full knowledge of Inventory Software Management System and uses software to maintain fully stocked inventory levels across all buildings.
- Communicates with the Lead Store Associate and the Express Coordinator to determine daily and weekly inventory needs to meet the needs of the respective programs.
- Leads a team of employees and/or volunteers to carry out the daily plan of action to meet the demands of programs.
- Ensures that all areas of the Donation Center, including but not limited to, breakroom areas, back door and storage areas, bathrooms and meeting areas are neatly organized and clean.
- Tracks outcome measurements regarding incoming donations and prepares data for DO for monthly board reports and for PQI meetings.
- Tracks inventory and supplies on a weekly basis and provides regular updates to the DO.

- Communicates with partner organizations/recyclers for pick-up and drop-off details.
- Develops a clear process for quality controls for donations and ensures that staff are properly trained in procedures and are communicating correct procedures to volunteers.
- Serves as a team lead for volunteer groups, providing training and background information on Bloom; works with the Volunteer Coordinator to give a warm welcome to volunteers and ensures they are engaged with the organization.
- Provides leadership and direction to “sub-groups” of volunteers.
- Tracks inventory in the Governor’s Square building as well as the Peachtree City Warehouse facility and provides inventory reports to the DO.
- In conjunction with the DO, orders new inventory as needed and submits receipts and expense reports per company policy.
- Ensures that special donations or collections that arrive through the back door of the Donation Center are tracked and receive contribution acknowledgements/thank you notes from appropriate staff members.
- Ensures that donor information is tracked at the back door of the Donation Center.
- Communicates with DO when inventory levels are low to publicize the need for collection drives and donations of certain items to the marketing team.
- Assists when needed with videos or posts for social media.

GENERAL EXPECTATIONS: This is a full-time position requiring 2 Saturdays per month and an occasional weekday evening.

Bloom offers a competitive salary package and is located 20 minutes south of the Atlanta airport in Fayetteville, GA.

Click [here](#) to apply. A cover letter and resume are required to be considered for this position.