

**CLOTHING FREE SHOP MANAGER**

**Position Overview:** One Dublin is a 501(C)3 nonprofit organization whose mission is to share help and hope with one another in times of need. The Free Shop Manager is a volunteer position and provides a critical role within the organization. It ensures One Dublin continues to create community and offers a haven of support with one of its’ cornerstone programs – The Clothing Free Shop.

**Key Responsibilities:**

* Responsible for the overall operation of the free shop, including store opening and closing
* Manage volunteers in attendance to assign various roles and quickly train them on their tasks
* Create an atmosphere of exceptional customer service for families
* Welcome, check-in and check-out families in a friendly and timely manner
* Explain and enforce shop limits, policies, and standards with families
* Manage the general appearance of the free shop and premises
* Organize check out sheets/paperwork to pass to the Director of Free Shop and Warehouse at the close of each free shop

**Initial Impact:**

* Free Shop Managers will enable One Dublin to offer free shop days throughout 2023. Our goal is to serve 24 families per free shop

**Sustained Outcomes:**

* Being part of One Dublin means we never let our neighbors struggle alone. Our job is simple: To help one another in times of need. With the help of the community, we can ensure our families’ most basic needs are met with compassion and dignity. And together, will create a better, more hopeful future.
* Free Shop managers can support and assist families living in the Dublin City School district with basic resources, such as clothing and toiletries. This helps families better connect to the schools and communities by supplying necessities at no charge.

**Training:**

* The Director of the Free Shop and Warehouse will conduct training at the beginning of the year. Training will focus on current protocols, current shop limits, and One Dublin’s mission to engage with families experiencing temporary hardship.

**Support:**

* The Director of the Free Shop and Warehouse will support the Free Shop Manager
* The Free Shop Manager will be provided the following before each shop day:
	+ A well-stocked free shop, maintained by the Director of the Free Shop and Warehouse
	+ Updated overview of items in the free shop

**Commitment:**

* Free Shop Managers must be willing to work at least 1 shop day per quarter. The free shop is open Tuesday evenings from 5-9pm and Saturday mornings from 8am-12pm. Additional hours may be available helping at the clothing warehouse prepping for the free shop days.

**Qualifications Required:**

* Must demonstrate a positive and caring attitude; be customer-oriented in a professional, welcoming and efficient manner; value and respect others; be reliable and responsible; and demonstrate ethical behavior, good judgment and sound decision-making skills.
* Must have a commitment to One Dublin’s mission and mission statement. (Inspired by God’s love, we share hope and help with one another in times of need).
* Must be able to adapt to cultural effectiveness: the ability to value and consider the perspectives and backgrounds of all people.

**Qualifications Desired:**

* Spanish or Arabic as a second language is a plus, but not mandatory.
* Experience in a retail environment

**Benefits:**

* The Free Shop Manager will have the opportunity to meet various volunteers from within the community sharing common interest and desires to engage in One Dublin’s mission.
* The Free Shop Manager will cultivate and create partnerships to positively impact families living within the Dublin City Schools that are experiencing temporary hardships.