



Clothing Market Coordinator Job Posting

HOPE House

HOPE House provides tangible, compassionate assistance and care to those in the Guelph community through immediate relief and ongoing support. Our goal is to foster a greater level of independence by delivering front-line services and support that allow our community members to maintain their dignity and choice. This is accomplished through a diverse range of programs and services including a choice-based Food and Clothing Market, the HOPE Stylin' Haircuts, Healthy Living Programs, the Guelph Community Backpack Project, a Café, a HOPE for the Holidays program and other programs to all Guelph residents (including children) living in poverty.

Job Description

Reporting to the Gift-in-Kind Coordinator, the Clothing Market Coordinator ensures that HOPE House is able to operate our clothing market during the summer months. The participant will be working directly with clients, as well as preparing and maintaining the clothing market. The successful applicant will help sort donated clothing, assist clients with their clothing selection, help coordinate volunteers, put clothing on the shelves, assist in clothing procurement and work with our client management software. They will also spend time helping develop and lead upcoming programs and clothing drives. This role will require excellent organization skills, time management skills, problem solving skills, information management and will require the individual to be able to communicate well and with tact and compassion when working with clients. The HOPE House clothing market sees over 100 families in Guelph per month, and good coordination of this program, as well as tact and sensitivity when working with our clients is essential to offering clothing services in our community.

Duties and Responsibilities

- Help sort clothing donations
- Assist clients with their clothing selection
- Help coordinate volunteers
- Put clothing on the shelves
- Assist in clothing procurement
- Work with our client management software
- Develop and lead upcoming programs and clothing drives
- Working in other departments as required (e.g. food market, reception, data entry)

Qualifications

- Be between ages of 15-30 years of age
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred

Working Conditions

- Work schedule: Monday to Thursday between 8:30 am to 4:30 pm
- Duration: 9 weeks at 30 hours/week at \$14.25/hr
- Start date: Monday June 28, 2021
- End date: Thursday August 26, 2021

Direct Reports

- Some volunteer supervision

Competencies & Skills Required

- Excellent organization skills
- Time management skills
- Problem solving skills
- Information management
- Will require the individual to be able to communicate well and with tact and compassion when working with clients
- Working knowledge of poverty (i.e. generational, situational, working poor)
- Provision of a vulnerable sector police check
- Ability to work and follow health & safety (including COVID-19) protocols

HOPE House is an equal opportunities employer, committed to employment equity. HOPE House values diversity and invites all qualified candidates to apply.

Resumes will be accepted until Tuesday, June 15, 2021 at 4 pm

Please send to Jackie Keenan at donations@hopehousequeph.ca