

Posted: March 21, 2025

## **Program Assistant for Threadz Teen Clothes Closet Program**

Tempe Community Council's (TCC) Threadz Teen Clothes Closet program eliminates the barriers that inadequate clothing and personal supplies may cause so that youth may confidently participate in their education and extracurricular activities on their path to high school graduation. TCC works in collaboration with the Tempe Union High School District to operate three Threadz locations on the Tempe High, Marcos de Niza and Mountain Pointe high school campuses. Threadz provides clothing, personal care products and school supplies free of charge to any enrolled middle or high school students in one of the three Tempe school districts. Threadz is supported primarily by community donations as well as through grant funding and is staffed entirely by dedicated volunteers. Having access to the variety of supplies provided by Threadz allows students to have what they need to look good, feel clean and have all they need to enter school with confidence and personal pride.

### **Job Summary**

Tempe Community Council is in search of a motivated individual to serve as a part-time Program Assistant to support the goals of the Threadz Teen Clothes Closet program. In this part-time temporary, grant-funded position, the Threadz Program Assistant will work in collaboration with the TCC Chief Program Officer (CPO) to ensure all Threadz sites are adequately stocked, donations are logged and processed and are open to provide youth with needed items. Regular duties will include managing Threadz stock and donations, transporting stock to sites, assisting in data collection, filling in for volunteers at Threadz sites as needed, interacting with volunteers, assisting with orientation of new volunteers and representing Threadz on school campuses and in the community.

### **Job Duties**

- Load and unload merchandise and donations at Threadz locations and Threadz storage as necessary.
- Load and deliver non-use items from Threadz locations and Threadz storage to designated donation, drop off sites.
- Ongoing management of inventory in Threadz storage and biannual inventory of each Threadz site
- Coordinate, maintain and organize inventory and flow of donations, clothing, school supplies and personal care products from donation sites, Threadz storage and Threadz locations.
- Interface regularly with site volunteers to provide information and support, determine product needs, fill site orders and deliver to sites as needed.
- Advise supervisor of low stock items and advise on amount to be ordered.
- Outreach to school staff such as nurses, counselors and youth specialists to ensure students are aware of the Threadz program and have items needed.
- Monitor and report to CPO regarding site specific monthly data and needs.
- Visit sites regularly to ensure optimal levels of organization, performance and cleanliness.
- Interface with supervisor and/or other TCC staff on volunteer coverage at all sites to ensure adequate coverage; fill in at sites for volunteers as needed or requested by supervisor.
- Provide coverage at outreach opportunities as requested by supervisor to promote the Threadz program.
- Coordinate with other TCC staff regarding volunteer opportunities to be added to the volunteer management system. Meet with supervisor on a regularly scheduled basis to ensure Threadz program needs are met, and program is operating at an optimum level.
- Follow all TCC and Tempe Union High School District policies and procedures
- Support the mission of TCC and purpose of Threadz Teen Clothes Closet program.
- All other duties as assigned.

### **Minimum Qualifications**

- High school diploma and minimum of 21 years of age.
- Desire to support youth and teens in the community.
- Possesses excellent, efficient organizational skills.
- Understand the managing and tracking of inventory.
- Aptitude and passion for community-based programs.
- Able to stand for extended periods of time.
- Ability to lift, load and unload 20-50 pounds on a regular basis including during periods of high outdoor temperatures.
- Possesses a valid driver's license in good standing.
- Possession of or the ability to obtain an IVP fingerprint clearance card prior to first day of employment.
- Possession of reliable personal vehicle large enough to transport large amounts of stock and donations (mileage allowances will be reimbursed).
- Ability to work a flexible schedule which will occasionally include evenings and weekends.

### **Desired Qualifications**

- Experience with teen-oriented retail or a deep understanding of current teen clothing fashion and trends.
- Previous experience as a volunteer or working with volunteers.
- Previous experience with non-profit or community-based programs or school-based resource programs.
- Proficient in Microsoft systems such as Outlook, Word, and Excel.
- Excellent interpersonal skills including communication of needs, following up on requests and engaging with individuals of all ages including teens and youth.
- Experience with data collection and reporting and interpreting data to identify trends.
- Experience with outreach to represent a community program, recruit volunteers and donations and provide up to date information upon request.
- Familiarity with the Tempe school districts' middle and high schools.

### **Hourly Salary**

\$20.00 per hour

This is a temporary grant-funded position through the end of May 2026.

- Mileage reimbursement as approved by supervisor.
- Flexible hours
- Paid sick time
- Anticipated start date is June 2025

This opportunity is for 15-20 hours per week, and 48 weeks/year excluding school holidays and breaks. Hours may vary depending on requirements of the Threadz program and the need to cover for volunteers during Threadz operating hours (Tuesdays & Thursdays from 2:00–4:30 pm) and occasional promotional events occurring evenings and weekends.

### **How to Apply – Open Until Filled**

- To apply for this position, submit a resume and cover letter to: [tccinformation@tempe.gov](mailto:tccinformation@tempe.gov).
- Potential candidates will be contacted via email. Virtual interviews may be scheduled.
- This posting will remain open until the position is filled. The first screening of applicants will be April 4, 2025. Qualified candidates will be contacted for an interview.

**Equal Employment Opportunity** - *Tempe Community Council (TCC) is an Equal Opportunity / Reasonable Accommodation employer. TCC does not discriminate on the basis of race, color, gender identity, sexual orientation, religion, national origin, familial status, age, disability, and United States military veteran status. Pursuant to the Americans with Disabilities Act, TCC will make a reasonable accommodation(s) during the recruitment and selection process. Persons with a disability may request a reasonable accommodation by contacting TCC at 480-858-2300. Requests should be made as early as possible to allow time to arrange the accommodation.*