**Resource Center Associate, Part-Time**

**Pay:** $12.00/hour

**Reports to:** Executive Director

**Organization Description:**

Fostering Connections is a local non-profit that serves foster and adoptive families. Our goal is to improve the lives of children in out of home care in the state of Oklahoma. Fostering Connections provides resources and helps build a community for these children and their foster families.

**Role Description:**

The Resource Center Associate plays a vital role in connecting with our clients, donors, and volunteers. This position will be the first point of contact for any individual entering our location. The Resource Center Associate provides customer service to clients, case workers, and families shopping at our resource center. Assists donors with tax receipts and information about our organization. This position works closely with volunteers.

**Working Hours:**

Tuesday: 8:30a – 5:30p

Wednesday: 9:00a – 1:00p

Thursday: 8:30a – 5:30p

Friday: 9:00a – 1:00p

Saturday: 10:00a – 2:00p *(First Saturday of the month)*

This position will work a maximum of 24 hours a week, with the following exceptions: First Saturday of the month and special events.

**Responsibilities include, but are not limited to the following:**

* Receiving, sorting, and organization donations.
* Cleaning, stocking, and organizing the Resource Center.
* Assisting clients with check-in, check-out, finding additional items they may need.
* Working closely with volunteers.
* Helping with special events and projects. *This may include working outside of regular hours.*
* Assisting at our warehouse or with the Mobile Connections program, as needed.
* Other tasks as assigned.

**Qualifications:**

* Excellent customer service skills.
* Ability to handle confidential information.
* Customer service or retail experience.
* High School Diploma or equivalent, preferred.
* Clean driving record and background check.
* Ability to lift 30+ pounds and be on their feet for extended periods.
* Ability to pass a drug test.

**Benefits:**

This position is not eligible for benefits.