



Job Description: Production Coordinator

General Description

This position will be responsible for:

- † Managing the various components of incoming donations and inventory levels
- † Working with teammates and volunteers to provide excellent customer service and ensure the success of the thrift store

Well Core Values

The qualified candidate will be aligned with the Well's Core Values:

<p>1. Jesus Centered</p> <ul style="list-style-type: none"> ○ Proclaims Jesus as Lord and Savior ○ Spends time in the Bible ○ Follows spiritual disciplines (study, prayer, fasting, fellowship, worship, confession, personal reflection, Sabbath, service, solitude, submission, giving) ○ Offer prayers for the ministry, those we serve, and teammates ○ Seeks Jesus in our personal journey ○ Celebrates that my personal journey with Jesus is unique to me 	<p>2. Servant Hearted</p> <ul style="list-style-type: none"> ○ Displays the Fruits of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control) ○ Supports others by putting their interest ahead of our own ○ Lends a hand when it is needed ○ Helps others even when it is uncomfortable
<p>3. Relational</p> <ul style="list-style-type: none"> ○ An active listener who is present in the moment ○ Willing to step toward a new relationship and engage with people not like us ○ Gets to know teammates (families, gifts, etc.) ○ Speaks positively about and encourages teammates ○ Builds others up and spurs teammates on in ministry ○ Believes the best in others 	<p>4. Kingdom Minded</p> <ul style="list-style-type: none"> ○ Has the eyes to see individuals and how God created them ○ Unshockable in what the world throws at us ○ Focuses on God's glory with an eternal mindset ○ Has a goal of advancing the gospel on earth and reaching the lost ○ Willing to partner with other kingdom minded organizations
<p>5. Passionate for the Ministry of the Well</p> <ul style="list-style-type: none"> ○ Sees role within the ministry as a calling ○ Stands firm in ministry and unshakeable in the day ○ Advocates for the mission through words and actions ○ Holds teammates accountable to the mission ○ Moves forward as a united team when a decision is made 	<p>6. Growth Minded</p> <ul style="list-style-type: none"> ○ Has a desire to be a life-long learner ○ Open minded and seeks to understand the perspective of others ○ Recognizes that personal growth feeds organizational growth ○ Recognizes that the way things are is not how they will be and is open to change ○ Has the courage to step forward into the new and unknown

Desired Skills and Character Traits (1 Timothy 3:1-13)

- † Servant-minded and submissive in spirit
- † Hospitable & welcoming
- † Able to respond with sensitivity
- † Team player
- † Exemplary integrity and work ethic
- † Teachable spirit
- † Discerning in conversations
- † Eagerness to contribute
- † Flexibility
- † Disciplined with time and effort
- † Organized, detail oriented, and process focused
- † Able to maintain confidentiality
- † Professional

Desired Spiritual Gifts (1 Corinthians 12:1-31; Romans 12:1-21)

- † **Administration:** Able to develop and manage people and organizational systems
- † **Exhortation:** Able to encourage and motivate volunteers, donors, and supporters; gracious with others in all situations
- † **Serving:** A focus on meeting needs, both in those we serve and those that serve alongside us
- † **Leadership:** Ability to nurture, encourage and develop people
- † **Hospitality:** Develops an invitational and welcoming culture

Key Areas of Responsibility

Manage donation inflow & sorting to defined processes

- † Be the first friendly point of contact with donor. Uphold The Well's professional and welcoming vision.
- † Monitor, maintain and train volunteers on proper language at the donation door.
- † Maintain and direct receiving donation process at the donation door.

Thrift Retail Operations

- † Assist customers with questions and purchases
- † Operate Point of Sale system (POS) in the thrift store
- † Prices items from all departments including books, furniture, housewares, décor, clothing, electronics, toys, linens, and tools/outdoor

Volunteer coordination

- † Train, equip and supervise volunteers in standard work and defined processes in the donation sorting and inventory storage.
- † Coordinate and work alongside one-time service groups to accomplish tasks in the donation area.
- † Regularly audit work being done by volunteers to ensure compliance and quality are meeting our quality standards and standard work processes

Inventory

- † Monitor inventory levels and displays using first in first out method

Other requirements

- † Adapt quickly to handle a fast-paced and ever-changing environment
- † Ability to work in a team to accomplish goals set by Thrift Manager
- † Ability to see in color vision, to read and to hear instructions from others; to regularly stand, use hands at counter height for grasping, holding, reaching and to lift up to 50 pounds; to occasionally, bend, kneel and climb stairs.
- † Must become fork-lift and lift certified (training provided) in first 6 months of job
- † This role will cross-train within multiple areas of the thrift store
- † Other responsibilities as needed for the team and directed by the Manager
- † This role may include some evening and weekend hours as needed