

Job Title: Outreach Coordinator
Hours: 10 hours per week
Compensation: \$19.00/hr
Reports to: Pastor

Position Summary

The Outreach Coordinator works with an emerging partnership between Forest Grove United Methodist Church and Growing Baby, USA. This person oversees the daily organization and operation of a community clothing closet serving families with children from infancy through toddler age. This role ensures that donated clothing is sorted, organized, and distributed in a welcoming, dignified environment. A major focus of this position is recruiting, scheduling, and supporting volunteers who make the closet possible.

The coordinator balances hands-on organizational work, light administrative responsibilities, and volunteer leadership to ensure the closet runs efficiently and compassionately.

Key Responsibilities

Volunteer Coordination & Leadership

- Recruit, schedule, and communicate with volunteers
- Provide orientation and ongoing guidance
- Foster a welcoming, mission-focused volunteer culture
- Coordinate volunteer coverage for closet hours and special events

Closet Organization & Operations

- Maintain organized sorting and storage of clothing by size and season
- Monitor inventory needs and donation flow
- Ensure the closet space is clean, accessible, and family-friendly
- Oversee distribution processes with dignity and care

Administrative Support

- Maintain basic records of donations and distribution
- Communicate needs to leadership
- Assist with scheduling and basic reporting
- Support outreach efforts related to clothing drives or events

Qualifications

- Strong organizational skills and attention to detail
- Ability to recruit and lead volunteers with warmth and clarity
- Good communication and interpersonal skills

- Comfort with light administrative tasks
- Passion for serving families and young children
- Ability to work independently with minimal supervision

Experience in volunteer coordination, nonprofit work, childcare, or community service is helpful but not required.

Physical Requirements

- Ability to lift and sort clothing donations
- Ability to stand, bend, and organize shelving

Work Environment

This position is primarily on-site in a clothing closet setting with flexible scheduling arranged in coordination with volunteers and leadership.

Ideal Candidate

The ideal candidate is organized, encouraging, and community-minded — someone who enjoys building systems, empowering volunteers, and creating welcoming spaces for families.
