

POSITION DESCRIPTION

TITLE: Work Experience Program Support – LTE (Up to 25 hours)

DEPARTMENT: Economic Empowerment / Dress for Success Racine

DESCRIPTION DATE: 07/11/22

PREPARED BY: Yolanda Rocio (HR Lead – Transition Team)

APPROVED BY: Sheila Mayhorn

POSITION SUMMARY: Position supports the delivery of a high quality, customer- focused supportive work experience program within the context of the operation of a high performing Dress for Success affiliate.

SUPERVISORY RESPONSIBILITIES: No

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Mentors work experience participants through side-by-side completion of duties associated with running a Dress for Success program which include; sorting, culling, steaming, merchandising displays, customer service, reception, suitings, paperwork management, cleaning, data entry, etc
- Completes reporting instruments on time and as requested, including progress and attendance reports
- Identifies workflow concerns or performance issues and promptly brings them to the attention of the Work Experience Coordinator and/or Women’s Empowerment Manager for follow-up
- Contributes to maintenance and updating of Dress for Success boutique as inventory and seasons dictate
- Documents donations received and communicates with donors in a professional, organized and pleasant manner
- Maintains effective working relationships with partners and referring agencies.
- Consistently approaches work with enthusiasm, positivity and flexibility
- Other duties as assigned (i.e. interact with donors, etc)

REQUIRED SKILLS/ABILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Demonstrates high level of professionalism
- Personal characteristics sought include enthusiastic, compassionate, organized, flexible, self-starting and the ability to work independently
- Conveys a strong professional image and warm, inviting presence fostering effective working relationships with a diverse population of participants
- Commitment to the YWCA’s mission of eliminating racism and empowering women

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Noise level varies from low to high
- Fast-paced environment

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job:

- Frequently required to walk
- Frequently required to lift and bend
- Frequently required to sit for long periods of time in front of computer screen

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.