



Job Description – Garage Sale Coordinator

Position is open to all without regard to race, creed, color, sex, age, religion, national origin or handicap.

Section 1: Identifying Information

Position Title: Garage Sale Coordinator

Reports to: Activities Manager

Section 2: Position Purpose

The Garage Sale Coordinator is responsible for organizing and overseeing our garage sale program. This individual will help collect, sort, price, display, and sell donated items while creating a welcoming experience for shoppers and volunteers. This position will also assist with other activities and special events, as needed.

Section 3: Responsibilities/Duties

Essential Functions:

Major Responsibility: Manages all aspects of the garage sale program at the Senior Center.

Supporting Actions:

- Recruit and manage volunteers.
- Organize and price donated items.
- Create attractive merchandise displays.
- Assist customers and provide excellent customer service.
- Maintain a clean, organized, and safe sales area.
- Handle cash transactions and basic record keeping.
- Manage weekend donations, sales and special events.
- Spray/disinfect upholstered items donated for garage sale.

Major Responsibility: Assists with activities and special events, as needed.

Supporting Actions:

- Assists with preparation of art/craft classes.
- Assists class participants who need help with tasks.
- Assists with preparation, setup and carrying out special events.

Non-essential Functions:

Other duties as assigned.

Section 4: Qualifications/Physical Requirements

- Must be able to stand, sit or remain in a stationary position for long periods of time.
 - Must be able to travel to off-site locations.
 - Must be able to move items that weigh up to 50 lbs.
 - Must be able to wear a mask as needed to spray/disinfect upholstered items.
 - Must have the visual ability to record, read and decipher information on the computer.
 - Must be friendly and dependable with a positive attitude.
 - Must have strong organizational and customer service skills.
 - Must have the ability to work independently and as part of a team.
 - Must have basic computer and cash-handling skills.
 - Must have a passion for serving older adults and supporting a nonprofit mission.
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Section 5: Additional Requirements

- Must have a valid Ohio driver's license, a reliable vehicle and at least the minimum insurance required by Ohio.
- Willingness to keep hours flexible to meet the needs of the Center and its clients to include evening and weekend hours.
- Willingness to continue education through webinars, seminars and class offerings pertinent to the needs of the Center
- Must have basic computer skills.
- Must be comfortable speaking in front of people.

Client Confidentiality and Employee Signature

I understand that information regarding clients is confidential and I agree to maintain client confidentiality.

I have read this job description and understand the job functions and requirements and agree to comply. I further understand that nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time and that I will be notified of such revisions.

Signature: _____ Date: _____