

Baby Boutique Worker Volunteer Job Description

Title: Baby Boutique Manager, Baby Boutique Clerk

Supervisor: Client Services Manager, Executive Director

Description: Provides direct service to clients in the Baby Boutique.

Qualifications:

- ♦ Commitment to South Texas Pregnancy Care Center's Guiding Principles
- ♦ Solid commitment to pro-life and responsible sexual values
- ♦ Strong motivation to serve others in distress
- ♦ High School diploma or higher degree preferred
- ♦ Clear background check (no history of violent or abusive incidents)
- ♦ Ability to work independently and cooperatively
- ♦ Excellent verbal communication skills (including the ability to listen with compassion)
- ♦ If post-abortive, successful completion of Surrendering the Secret, or other comparable post-abortive healing program

Duties of all Baby Boutique Clerks:

- ♦ Maintain guidelines of South Texas Pregnancy Care Center Guiding Principles document.
- ♦ Work 80% of scheduled shifts. Notify Client Services Manager of scheduled absences at least two working days prior to absence.
- ♦ Participate in prayer time at the beginning of each shift.
- ♦ Assist clients with gathering items as they shop in the Baby Boutique.
- ♦ Complete Baby Boutique Shopping Form for each shopping session and deduct appropriate points from each client's Point Card.
- ♦ Keep Baby Boutique neat and well stocked.
- ♦ Prepare diaper bundles, New Mom Gifts, New Dad Gifts, and Baby Layettes as directed.
- ♦ Receive, sort, and price new donations.
- ♦ Restock items needed in counseling rooms (water bottles, Bibles, New Mom Gifts, New Dad Gifts, etc.).
- ♦ Notify staff of items needed.
- ♦ Attend 75% of quarterly Volunteer Lunch & Learns or other educational events (or make arrangements to receive the information individually).
- ♦ Read new articles and literature in the Continuing Education Binder.

- ♦ Offer feedback to Client Services Manager and other staff regarding client care and personnel issues, when applicable to volunteer service.
- ♦ Perform other duties as requested by Client Services Manager or other staff.

Additional Duties for Baby Boutique Manager:

- ♦ Provide orientation to new Baby Boutique Clerks (with the help of Client Services Manager).
- ♦ Organize stock in Baby Boutique and back stock areas.
- ♦ In collaboration with staff, set standard for preparation of New Mom Gifts, New Dad Gifts, and Baby Layettes.
- ♦ In collaboration with staff, set standard point list for all Baby Boutique Clerks to use and ensure that it is being followed.
- ♦ Assign tasks as needed to Baby Boutique Clerks to be completed during their shifts.

Signature

Date

STPCC Representative Signature

Date

Executive Director
 Client Services Manager
 Nurse Manager
 Administrative Assistant