



EXTERNAL POSTING
Employment Application Packet
for
Clothing Center & Food Program Coordinator II
Position

Pay Level: \$13.36 per hour
Hours: 28 hours per week
Work site location: Prairie du Chien Office

The job description is attached.

For your application to be considered, you must complete all of the following materials that have a check mark before them:

√ Application form

√ Ranking Criteria form

√ Resume

This application packet is due by 2:00PM on Friday, May 25, 2018.

We will only consider your application if we have received the materials by the specified due date and time.

Materials may be emailed to courtney.messer@couleecap.org, faxed to 608-634-3134, or mailed or dropped off at: Couleecap, 201 Melby Street, Westby, WI 54667

If faxing, please call Courtney Messer at 608-424-4836 to make sure all pages are received.

For more information please visit our website at:
www.couleecap.org

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AUXILIARY AIDS AND SERVICES AVAILABLE UPON REQUEST.





A message from our Executive Director, Hetti Brown

Thank you for your interest in a position at Couleecap. Couleecap is a non-profit organization that has been serving the community for over 50 years. The key to our success is the staff of over 50 local residents who are dedicated to helping others. For many employees, this work is more than a job. It is a career, a life's work, a way of being part of the great Couleecap mission of *people helping people*. We believe that your contribution to fulfilling this mission will add great value to your life.

We are an anti-poverty organization. We fight the conditions of poverty throughout our communities. We work to help individuals and families improve their quality of life while advocating for solutions to the root causes of economic inequality. We want to hire people who share our commitment to these goals.

Couleecap is an inclusive workplace where diverse experiences, employee input, and teamwork are encouraged and supported. We offer a broad range of excellent pay and benefits and opportunities for personal and professional advancement. We want every individual to learn and grow while working at the agency. Beyond this, employees benefit from the feeling of personal satisfaction gained while helping others change their lives for the better.

Our organization has a dedicated and supportive Board of Directors. The Couleecap Board encourages the staff to be the best that they can be, and their support has enabled Couleecap employees to focus on providing outstanding service to our communities since 1966. If you are a dedicated employee who wants to help us accomplish our important work, we need you as much as you need us.

Thank you,

Hetti Brown



Ranking Criteria Form

PLEASE NOTE: You must respond to the ranking criteria listed below and attach your answers to your application or your application will be rejected.

Ranking Criteria Form for position: Clothing Center & Food Program Coordinator II

**** PLEASE READ THIS:** All applications for employment at Couleecap are rated according to certain criteria. Applications for this position will be ranked on the criteria listed below. Be sure to address each of these criteria on an additional page(s) that you attach and return. You will be rated and given points based on these criteria. Applicants with the most points will receive an interview. All applicants will be notified (usually by mail) if they have been selected for an interview or not.

1. Describe your previous retail experience.
2. Explain your experiences developing a marketing plan in a retail setting. Include your experiences developing advertisements and promotions.
3. Please describe your experience with recruitment, training, and supervision of paid or volunteer staff.
4. How would you develop your volunteers as an effective and reliable team?
5. Describe your experience monitoring a budget, including monitoring expenses and reaching a sales goal.
6. Describe your experience working a cash register or other types of retail sales related equipment.
7. Describe your experiences with low-income people; their needs and resources available for low-income people in Crawford County.
8. Describe how you would establish good customer relations and increase the number of shoppers coming into the store.
9. Explain how you would manage the multiple tasks and priorities that are involved in operating a retail business.
10. Describe your experiences giving oral presentations and writing press releases for donations or promoting an event or activity.
11. Describe any experiences you have had working with governmental grants and programs, such as an emergency food pantry for the low-income population.
12. Explain your experience and ability to solicit donations and maintain food pantry quantity/quality for emergency hunger needs in Crawford County.
13. What computer skills do you have? What programs have you used that might be useful to you in this position?
14. Do you have access to a reliable, licensed, insured driver and transportation?

Couleecap is dedicated to the philosophy of Continuous Improvement. This means that we are committed to teamwork, the use of good conflict resolution skills, and good communication skills. We encourage employee input and group problem solving. We want every individual to learn and grow while working at the agency. We want to hire people who share our commitment to these ideas and goals.

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COULEECAP

Job Description: Clothing Center & Food Programs Coordinator II

SALARY LEVEL: Grade 12

DATE: August 2017

SUMMARY: Assists in operating clothing resale shop and food pantry. Responsible for maintaining areas in clean and orderly condition. Provides on-site supervision to scheduled volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Supports and upholds Couleecap's mission to fight poverty and promote self-sufficiency for individuals by helping to identify needs, mobilize resources, and provide quality services.

Assists Coordinator I in all responsibilities and assumes duties of Coordinator I in his/her absence.

Distributes emergency food and maintains appropriate documentation according to income guidelines.

Collects and maintains data for food program reporting.

Maintains a sanitary and well-organized food pantry.

Orders food to replenish the food pantry.

Assists Coordinator I in maintaining attractive, safe, and sanitary store.

Greets customers, provides excellent customer service, and operates cash register.

Assists in designing and installing of window and store displays; organizes merchandise into attractive cohesive display areas.

Assists in training volunteers in sorting, pricing, and displaying merchandise.

In Coordinator I's absence, supervises volunteer staff and community service workers; assists cashiers and volunteers with difficult customer service situations.

In consultation with Coordinator I, sets pricing standards for clothing, collectables and miscellaneous items. Assists Coordinator I in pricing furniture and higher ticket items.

Opens and closes store as scheduled.

Shares responsibility for balancing the cash drawer at the end of the day.

Continuously contributes to the improvement of store and food programs.

Solicits donations from the community and organizations for the food pantry in accordance with agency procedures.

Submits TEFAP statistical and Inventory Report, performance report to Administrative office.

Provide information and referral to appropriate services to clients as needed.

Other assigned tasks as needed.

SUPERVISORY RESPONSIBILITIES: May directly supervise food pantry and clothing center volunteers. Provides on-site supervision, as back up to Clothing Center and Food Programs Coordinator I, to 1 to 10 volunteers at any one time during shift. Carries out supervisory responsibilities in accordance with the agency's policies and applicable laws. Responsibilities include: training volunteers, assigning duties, directing work, addressing complaints and resolving problems.

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

EDUCATION and/or EXPERIENCE: Requires up to one year of education beyond high school or 1 to 2 years' previous experience, or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and comprehend documents such as safety rules, operating instructions, eligibility requirements, and procedure manuals. Ability to write simple correspondence and present information in one-on-one and small group situations to customers, clients, volunteers, and other employees of the agency.

MATHEMATICAL SKILLS: Ability to do basic addition, subtraction, multiplication, and division in all units of measures, using whole numbers, common fractions, and decimals. Ability to perform these operations using units of U.S. currency, and weight measurement. Ability to calculate discounts and percentages.

REASONING ABILITY: Ability to apply procedures in diverse situations. Ability to exercise judgment in dealing with unusual or new customer and client situations. Ability to communicate problems and suggest solutions.

CERTIFICATES, LICENSES, REGISTRATIONS: Must have access to reliable, licensed, insured vehicle with the ability to haul boxes and furniture.

OTHER SKILLS and ABILITIES: Knowledge of basic repair and maintenance, including cleaning methods and materials. Knowledge of basic office machines, including cash register and adding machine. Must possess beginning computer literacy.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds and frequently must lift and/or move up to 25 pounds.



201 MELBY STREET • WESTBY, WISCONSIN 54667 • PHONE: 608-634-3104 • FAX: 608-634-3134 • WWW.COULEECAP.ORG

Application For Employment

COMPLETE ALL SECTIONS. WRITE IN "N/A" IF REQUESTED INFORMATION IS NOT APPLICABLE.

1. Name (Last, first, middle)			
2. Address			
Street or RFD #	City	State	Zip Code

3. Position desired
4. Telephone #
5. Email

ANSWER ITEMS 6 THROUGH 10 BY PLACING AN "X" IN PROPER COLUMN. PROVIDE DETAIL WHERE APPLICABLE.

	YES	NO
6. Do you have a legal right to work in the United States permanently?.....		
7. A. Do any members of your immediate family serve on the Couleecap, Inc. Board of Directors?.....		
B. Are any members of your immediate family currently employed by Couleecap, Inc.?.....		
Note: Immediate family is defined as spouse, parent, child, sibling, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparent, grandchild, aunt, uncle, niece, nephew, stepparent, stepchild, son-in-law and daughter-in-law.		
C. If 7A or 7B was answered "Yes", give name of family member.		
8. Have you been employed by Couleecap, Inc. before?.....		
If "Yes", give position(s) held and dates.		
9. A. Are you available for work immediately?.....		
If "No", on what date would you be available? _____		
B. Are you available to work full time?.....		
part time?.....		
temporary?.....		
10. A. Can you travel if the job requires it?.....		
B. Do you have dependable transportation?.....		
C. Do you hold a valid driver's license?.....		
D. Do you carry auto insurance coverage?.....		

11. EDUCATION	HIGH SCHOOL	TECHNICAL SCHOOL/COLLEGE	GRADUATE/PROF.
School Name & Address			
Years Completed			
Diploma/Degree			
Describe Course of Study			

Describe specialized training, skills, apprenticeships:

12. EXPERIENCE: BEGIN WITH CURRENT OR MOST RECENT JOB OR VOLUNTEER EXPERIENCE AND WORK BACK. ACCOUNT FOR PERIODS OF UNEMPLOYMENT EXCEEDING THREE MONTHS ON THE LAST LINE OF EXPERIENCE BLOCKS IN ORDER OF OCCURRENCE.

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

Name & Address of Employer: Telephone:	Dates of Employment (month & year) From _____ To _____	Reason for leaving
	Title of Position	Name of Immediate Supervisor
	Salary or Earnings Beginning \$ _____ per _____ Ending \$ _____ per _____	May We Contact this Employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

Description of work (describe specific duties, responsibilities and accomplishments in job)

13. Other Professional References (not former employers or relatives)

Full Name	Present Business or Home Address	Telephone #	Business/Occupation

A FALSE, INCOMPLETE, OR DISHONEST ANSWER TO ANY QUESTION ON THIS APPLICATION WILL BE GROUNDS FOR RATING AN APPLICANT INELIGIBLE FOR EMPLOYMENT WITH THIS AGENCY, OR FOR DISMISSAL AFTER EMPLOYMENT. ALL STATEMENTS ON THIS APPLICATION ARE SUBJECT TO INVESTIGATION (EXCEPT WHERE NOTED IN #12 ABOVE). ALL INFORMATION WILL BE CONSIDERED IN DETERMINING AN APPLICANT'S ELIGIBILITY FOR EMPLOYMENT WITH THIS AGENCY. I RELEASE COULEECAP, INC., FROM ALL CLAIMS AND LIABILITIES REGARDING REFERENCES GIVEN. I UNDERSTAND ALSO, THAT IF HIRED, I WILL BE REQUIRED TO ABIDE BY ALL RULES AND REGULATIONS OF THE ORGANIZATION. I UNDERSTAND THAT MY EMPLOYMENT WOULD BE FOR NO SPECIFIC PERIOD OF TIME AND THAT I MAY BE TERMINATED AT ANY TIME.

Signature of Applicant

Date

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Benefits For Part Time Employees

(Employees who average less than 60 hours per pay period)

Paid Time Off

Fixed Holidays: 10 days/yr. These paid holidays will be granted each year – New Year’s Day, President’s Day, Spring Holiday, (Good Friday), Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Winter Break (December 24 & 25). Part time employees earn 4 hours of holiday pay for each fixed holiday.

Personal Holidays: Maximum of 8 hrs/yr. Employees accrue 1.5 personal holiday hours as of Jan. 1 & subsequently earn one-quarter hour of personal holiday time per pay period. Days can be used before earned. Available hours are prorated for those who start with the agency after January 1st of each year.

Vacation: Accrued at the rate of 5% of paid hours up to the 80-hour base. After completion of five years, this increases to 7.5% of paid hours and after completion of ten years this increases to 10% of paid hours. (Based on 24 payrolls)

Sick Leave: Accrued at the rate of 5% of paid hours up to the 80-hour base. (Based on 24 payrolls)

Hazardous Weather Pay: In the event of extremely bad weather, an employee may use up to 16 hrs each year w/ pay.

Funeral Leave Pay: In the event of a death, after notifying the supervisor, an employee may take paid leave according to the following schedule: family member, as defined by the employee – 3 days; co-worker – 1 day.

Military Leave: Military leave will be granted pursuant to Federal and State laws. Couleecap will pay the difference between agency pay (where agency pay is greater) and military pay for up to 15 days of mandatory annual active duty per year.

Court Appearances: Employees who are subpoenaed for court appearances related to agency business or for jury duty will be given the necessary leave of absence with full pay less any fee paid for the service.

Family & Medical Leave: All employees who have worked for Couleecap for 12 months and have worked at least 1,000 hours during those 12 months will be granted Family & Medical Leave pursuant to Federal and State laws. Family & Medical Leave is unpaid leave however employees may use any accrued sick, vacation, or personal holiday time for pay during leave.

Flexible Benefits/Retirement

Flexible Benefit Plan: Employees may elect to have a portion of their paycheck put into an account (before taxes) to pay for health care or dependent care expenses.

Retirement/401K Plan: Employees may choose to contribute a percentage of their earnings to the retirement fund. Employees will be given an investment option enrollment sheet when they become eligible. After an employee has completed one calendar year of employment with at least 1000 paid hours, Couleecap will contribute a Board approved percentage of your earnings toward the retirement fund, beginning with the appropriate eligibility date. Current Board approved percentage rate for Couleecap’s contribution is 9% for 2018. The Board sets this percentage annually. Employees are vested after 3 years.

Additional Benefits

Employee Assistance Program: All employees and their family members will have an Employee Assistance Program available to them to assist them with personal or emotional problems, which may affect job performance. The first five visits to the EAP will be of no charge to the employee.

Training: As budgets permit, the agency pays for time, transportation, food, lodging, and fees for employee training opportunities.

Career Development Plan: Employees, after successfully completing their orientation period of service, who are interested in furthering their educational training through an educational institution may be reimbursed for some of the cost of books and/or tuition fees once the course is successfully completed and can use up to 80 hours paid release time per year.

Dues for Civic Organizations: Employees will be reimbursed up to \$200 a year for dues in a recognized civic organization appropriate to the agency's mission.

Good Will Program: Supervisors of employees may access the Good Will Program in recognition of various events that may involve employees, such as the birth of a child, hospitalization, death of a parent, etc.

Homebuyer Benefit: During work hours, employees can utilize home ownership counseling provided by Couleecap staff, for one individual hour per year and up to one group session per year. The agency will pay for staff time and mileage. Couleecap is not responsible for the employee's financial decisions.

AFFIRMATIVE ACTION SURVEY

Couleecap, Inc. is an equal opportunity employer and strives to comply with all government regulations and affirmative action responsibilities. Applicants are considered for all positions and employees are treated during employment without regard to race, color, sex, national origin, age, marital or veteran status, sexual orientation, or disabling condition.

We are required to collect data requested on this questionnaire for record keeping and to document affirmative action efforts. While your reply will be most helpful to us in carrying out our administrative responsibilities, return of this form is entirely voluntary.

This questionnaire will be detached from your application upon receipt. This information will not be seen or used by people involved in screening or in the interviewing processes for applicants. This data will be kept in a confidential file separate from your job application.

Thank you for your cooperation!

I chose to NOT complete this form.

1. Position Applied for: _____ Date _____

2. How did you first find out about this job opening?

_____ Advertisement

_____ Friend/Relative

_____ Job Service

_____ Walk-in/Inquiry

_____ From an employee of Couleecap

_____ Internet

_____ I am an employee of Couleecap

_____ Other _____

3. Gender: _____ Male _____ Female

4. Age 40 or Older: _____ Yes _____ No

5. Race:

_____ African American or African

_____ American Indian or Alaska Native

_____ Asian

_____ Native Hawaiian or Other Pacific Islander

_____ White

_____ Other Race

_____ More than One Race

_____ Unknown

Ethnicity:

_____ Hispanic/Latino

_____ Not Hispanic/Latino

_____ Unknown

6. Disability or Handicap: _____ Yes _____ No

(Please DO NOT tell us the disability or handicap you have – just whether or not you have a disability or handicap or perceive yourself as having one)

7. Veteran: _____ Yes _____ No

Vietnam Era Veteran: _____ Yes _____ No

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