



POSITION DESCRIPTION

POSITION TITLE: Creative Reuse Center Associate

REPORTS TO: Senior Director of Operations

CLASSIFICATION: Casual, Non-Exempt, Part-Time (6-10 hours per week)

OVERVIEW

The Creative Reuse Center Associate will play a key role in the daily operations of the Creative Reuse Center (CRC) at BlackRock Center for the Arts, a community-driven initiative focused on diverting materials from landfills and promoting creative reuse through art and Do it Yourself (DIY) projects. This position will involve managing material flow, overseeing volunteers, and ensuring that the facility operates smoothly and safely. The individual will also assist in customer interactions and help promote the mission of the Creative Reuse Center in an engaging and supportive environment.

ABOUT BLACKROCK CENTER FOR THE ARTS

BlackRock Center for the Arts is committed to fostering an inclusive, creative community that celebrates the diversity of Upper-Montgomery County, Germantown, and the surrounding areas. It aims to provide a platform for cultural exchange, elevate historically excluded voices, and ensure art is accessible to all. Guided by values of trust,

equity, curiosity, and community, BlackRock strives to create a welcoming environment where art fosters both individual and collective growth.

JOB DUTIES AND RESPONSIBILITIES

The Creative Reuse Center Associate will:

- Oversee the intake, sorting, pricing, and merchandising of donated materials to ensure an efficient material management flow.
- Optimize stock levels and manage stock control by monitoring material supply and demand to ensure a well-stocked and balanced inventory.
- Ensure the rapid movement & processing of donated materials, facilitating timely and effective handling.
- Supervise and coordinate volunteers to ensure that tasks are completed efficiently and safely.
- Process customer transactions and keep accurate records of donations and purchases per BlackRock's standard operating procedures.
- Communicate donation list procedures and accepted items clearly to volunteers, customers, and BlackRock Patron Services Associates, ensuring understanding and compliance.
- Articulate and promote the mission of the Creative Reuse Center during customer and volunteer interactions, fostering an environment that emphasizes sustainability and creativity.
- Maintain a safe and functional facility by identifying and resolving urgent needs related to facility maintenance and safety.
- Ensure the cleanliness and safety of the store environment to protect both employees and customers.

EDUCATION, EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS

- Previous experience in retail, volunteer management, or community-based work preferred.
- Strong communication skills, problem-solving abilities, and a customer-focused attitude
- Strong organizational skills with the ability to manage multiple tasks simultaneously.
- Ability to communicate effectively, both verbally and in writing.
- Knowledge or passion for sustainability, creative reuse, and/or the arts is a plus.
- Ability to work with diverse groups of people and maintain a positive, customer-focused attitude.

- Strong attention to detail and ability to perform basic pricing and merchandising tasks.
- Ability to perform basic facility maintenance and identify safety concerns.
- Exemplify a commitment to BlackRock's mission of providing accessible opportunities to engage in the arts and promoting sustainability through creative reuse initiatives.

PHYSICAL REQUIREMENTS

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.

- Sit, stand, and walk for extended periods of time, especially during volunteer supervision and material handling.
- Ability to lift up to 30 lbs. for material handling and shelving.
- Ability to work Saturday shifts and special events as needed.

EQUAL OPPORTUNITY EMPLOYER

BlackRock Center for the Arts is committed to the principle of diversity and welcomes applications from all qualified individuals without regard to race, religion, creed, color, gender, sexual orientation, age, disability, or national origin.