

## Commodore Closet Manager

*This role supports the daily operations and ongoing development of the Commodore Closet. Responsibilities include maintaining a consistent inventory system, processing donations, and leading training on Closet policies, logistics, and daily procedures. Managers hold a weekly schedule of at least 12 hours, and regular shifts may be scheduled throughout the day, 8a-11p. Occasional nights and weekends may be required with advance notice.*

### Key Functions:

#### **Shared Manager Responsibilities:**

- Conduct Monthly 1-on-1 meetings with select Event Services Associates.
- Collaboratively organize and conduct staff meetings.
- Retain and excel in the execution of Event Services Associate responsibilities.
- Provide leadership, role-modeling, training, and accountability for Event Services Associates in accordance with Student Centers Community Standards.
- Serve as shift lead in all areas respective to customer service, event operations, and facilities management.
- Support other managers in their duties.

#### **Commodore Closet Management:**

- Maintain an organized and consistent inventory system by processing incoming clothing and ensuring items align with community needs throughout the year.
- Develop and design monthly marketing and advertisement materials, collaborating with the Career Center to promote and display them effectively.
- Actively track and update an internal inventory system while coordinating with the Career Center to support their inventory management.
- Lead staff trainings on Commodore Closet policies, responsibilities, and overall room logistics.

### \*Learning Outcomes:

- **Career & Self-Development** - Managers proactively develop themselves and their careers through ongoing personal and professional learning, increasing awareness of their strengths and weaknesses, navigating career opportunities, and networking to build relationships within and beyond Student Centers.
- **Communication** - Managers clearly and effectively exchange information, ideas, facts, and perspectives with clients, teammates, and members of the Vanderbilt community.
- **Critical Thinking** - Managers identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.
- **Equity & Inclusion** - Managers demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.
- **Leadership** - Managers recognize and capitalize on personal and team strengths to achieve organizational goals.
- **Professionalism** - Managers recognize work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- **Teamwork** - Managers build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.
- **Technology** - Managers understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.