



## JOB DESCRIPTION

**POSITION:** Donation Specialist – 20 hours/week

**LOCATION:** Woodburn

**REPORTS TO:** ReStore Director

**SUPERVISED BY:** ReStore Manager

### **PRIMARY DUTIES AND RESPONSIBILITIES**

Donation Specialist is responsible for working with ReStore staff & volunteers in coordination of day to day operations.

#### **Donation Intake Area:**

- Donation Specialist is responsible for following “intake area” procedures.
- Sort, price & label according to guidelines.

#### **Donation Pick Up:**

- Donation Specialist shares in the responsibility of driving ReStore vehicles to pick up donations from donors homes.
- Maintain a safe and orderly workspace in vehicle.

#### **Donor & Customer Service:**

- Provide courteous assistance to donors while abiding ReStore intake guidelines.
- Help customers in store as needed.

#### **Volunteer Guidance:**

- Lead volunteers by example in all aspects of your work.
- Keep volunteers actively engaged in meaningful work, while also finding appropriate tasks for each individual.
- Report problems, concerns or inconsistencies with volunteers to ReStore Manager in a timely manner.

#### **Teamwork:**

- Know and understand the ultimate goals of the Restore, and work with all staff to meet those goals.
- Willingness to cross-train across all ReStore positions.

#### **Requirements:**

- Regular and timely attendance.
- Available hours of ReStore operation.
- Willingness to take other duties as assigned.

### **Skills and Qualifications**

- Computer knowledgeable, helpful & willingness to learn.
- Self-motivated and capable of adapting to constant shifts in demands & priorities.
- Commitment to a safe working environment.

**Experience**

A minimum of 1 year of related retail experience preferred. Must have demonstrated ability to work independently.

**Certificates, Licenses and Registrations**

High School Diploma or GED, Forklift license (paid training provided) and Valid Oregon Driver's License are required.

NWV Habitat for Humanity is a drug free workplace & equal opportunity employer.

Hourly rate with vacation, sick pay accrual and employer matched retirement.

To apply, please email resume and cover letter to [cfarrier@nwvhabitat.org](mailto:cfarrier@nwvhabitat.org).