



JOB DESCRIPTION

DATE: August 13, 2021

POSITION: ReStore Donation Coordinator – Woodburn – Part time 15-20 hrs

REPORTS TO: ReStore Manager

POSITION PURPOSE: This position is responsible for assisting Managers with all the day-to-day operations of the North Willamette Valley Habitat for Humanity ReStores.

PRIMARY DUTIES AND RESPONSIBILITIES

- Direct the Donation Intake flow (e.g., monitoring the flow from drop-off, testing, clean-up to pricing).
- Act as a conduit between back room donation intake and sales floor through the ReStore Assistant Manager.
- Ensure cleanliness and safety of the processing room.
- Supervise volunteers.
- Assist with donation screening and pick-ups.
- Serve as a back-up driver.
- Provide excellent customer service.
- Other duties as assigned.

Skills and Qualifications

- Must be available to work Saturdays
- Computer knowledgeable - must have willingness to learn programs as needed.
- Self-motivated, reliable and enthusiastic. Enjoy working with people from diverse backgrounds.
- Ability to handle and defuse challenging situations with tact. Excellent communication and conflict resolution skills.
- Commitment to safe working environment.

Qualified candidates must possess strong problem-solving skills, the ability to work in a fast-paced team environment, and the ability to multi-task. This individual must be detail-oriented and able to work independently. Must be able to deal with all kinds of individuals and remain consistent in keeping a professional demeanor.

PHYSICAL DEMANDS

Required to lift up to 45 pounds on a regular basis and will experience frequent bending, squatting, lifting and repetitive motion. This position will be exposed to extremes in weather (e.g., heat, cold, wind, rain, etc.).

Position: \$13-\$15 hourly

To apply, please email resume and cover letter to kjohnsen@nwvhabitat.org