

Assistant Donations Ambassador

Reports to: Donations Manager

Part-time, 20 – 24 hours/week



To Apply:

Send cover letter and resume to: ReStore Manager, info@tworivershabitat.org

Overview: As the driver for picking up community donations, the assistant donations ambassador is the community contact and representative for Two Rivers Habitat for Humanity ReStore.

Responsibilities:

- Using ReStore vehicles, pick up donations as scheduled and deliver to the ReStore, loading and unloading all donations safely and securely.
- Communicate with identified ReStore staff for necessary scheduling changes due to delays or cancelled pick-ups.
- Receive donations at the ReStore donations door.
- Ensure donors have a great experience when picking up donations in the community and at the donation door.
- Assess donations for acceptance to the ReStore. Provide explanation to potential donors when items need to be turned away or declined for pick-up.
- Work with staff and volunteers to ensure that donations are managed in accordance with ReStore policy.
- Able to navigate community safely and effectively with demonstrated ability to use navigation applications when needed.
- Assist with maintaining cleanliness, safety, and maintenance of ReStore vehicles and promptly report any maintenance concerns to supervisor.

Additional Responsibilities:

- Assist with cash register activities, as needed, during shopping hours.
- Assist shoppers with carrying purchases to personal vehicles.
- Participate in merchandising and general activities at the ReStore.
- Ensure compliance with ReStore safety policies and procedures.
- Assist with maintaining cleanliness and safety of ReStore setting.
- Attend staff meetings as scheduled.
- Attend training as identified and requested.
- Other duties as requested or assigned.

Required Knowledge and Skills

- Supports and endorses the Habitat for Humanity mission with ability to communicate connection between donation and impact to supporting affiliate mission.
- Understands importance of and maintains confidentiality of donors, volunteers, and affiliate information.
- Excellent verbal communication skills.
- Ability to work with people of varying skill levels in a collaborative way.
- Demonstrated ability to manage work schedule and time commitments.
- Valid driver's license. Must have a driving record that meets approval by affiliate auto insurer to drive affiliate vehicles.
- Ability to use business phone application on a personal cell phone to make and receive calls when working away from the physical ReStore setting.
- Background check (criminal records and sex offender registry) required.
- Physical Demands: Extended periods of standing, walking, and driving; bending, twisting, and periodic lifting of items up to 50 pounds.
- Working Conditions: Outdoor activity in all weather conditions. Inside activity in a retail/warehouse environment.

Salary & Time Commitment

Wage: \$17.00/hour

Schedule: Part-time with flexible scheduling including Saturdays.

Benefit eligible – current benefits: Paid Time Off (PTO includes vacation, sick leave, and Holidays), SIMPLE IRA with employer match (up to 3%), cell phone reimbursement.

This job description creates a general statement of expected duties but is not all inclusive nor does it create a contract. Two Rivers Habitat for Humanity is an Equal Opportunity Employer.

Updated: 10/21/2022