

Greeley-Weld Habitat for Humanity

ReStore Donation Coordinator



Restore Donation Coordinator

REPORTS TO: Restore Manager, Restore Associate Director & Assistant Manager

DIRECT REPORTS: **Low Sevestre**

MISSION: Generate revenue, meet budgets and maintain profitability objectives in support of Greeley Area Habitat for Humanity operations through the acquisition, management, and marketing of ReStore products. Create positive visibility and face of Habitat in the local community, presenting the mission and scope of Habitat for Humanity International and its Affiliates.

POSITION SUMMARY: Restore Donations Coordinators job duties first and foremost are to gauge incoming donations and deem them acceptable, while portraying a positive and friendly demeanor. Restore Donation Coordinators could also be responsible for assisting the Driver on pick-ups if need be. In emergency situations, Restore Donations Coordinator could even be asked to drive the truck. The Restore is an ever-changing entity. Staff needs to be able to adjust to the daily changes that could happen whether it will be with policies, store organization, or even staffing requirements. Restore Donation Coordinators must show excellent customer service skills and be able to multitask with the variety of occurrences that happen daily.

Operational

- Assess incoming donations. Must be able to properly assess if donations are acceptable or not while portraying a positive demeanor.
- Assist donors with their contributions.
- Work alongside volunteers and assign tasks.
- Keep donation area clean and safe.
- Dispose of trash/recyclable items when need be.
- Assist customers with purchases and any inquiries they may have.
- Assist on the register on an emergency need basis.
- Any other tasks that may be assigned by management...

Staff & Volunteer Management

- Aide in directing and managing volunteers in daily tasks as well as special assignments.

Required Skills and Experience

- High School Diploma or GED.
- Be able to lift 50lbs unassisted daily.
- Pass a criminal background check.
- Possess a clean Motor Vehicle Record.
- Previous delivery/driving experience.
- Show excellent customer service skills.

Competencies

- Possessing a problem-solving mindset.
- Must have acute organizational skills
- Must be able to able to multitask.