



Job Title: ReStore Donation Center Coordinator

Habitat for Humanity of Lincoln builds strength, stability, self-reliance and shelter. We believe everyone deserves a decent place to live.

Habitat Lincoln is one of more than 1,300 local affiliates of Habitat for Humanity International. We are locally governed by a board of directors and have a team of 11 staff. Celebrating our 30th anniversary in 2018, we are poised for significant growth over the next five years. We have built more than 150 homes in Lancaster County and have funded more than 130 housing solutions globally. Our Habitat ReStore is three years old and is experiencing record sales in support of our organization. This year, our ReStore will sponsor an entire home build project. Talk about a direct contribution to our mission!

Summary: The ReStore Donation Center Coordinator is responsible for intake of merchandise from donors, maintaining a clean and efficient Donation Center, working with, supporting and organizing volunteers, and assisting the ReStore Donations Ambassador with donation pick-ups and unloading the donations truck.

Time Commitment: This position is full-time. Approximately 40 hours per week, Tuesday through Saturday.

Direct Supervisor: This position reports to the ReStore Manager and/or ReStore Assistant Manager.

Qualifications:

- Knowledge and experience working with people
- Good organizational, problem solving and multi-tasking skills
- Team building experience a plus
- Must be a good listener and be able to engage in well-considered discussions
- Must have good anticipatory abilities and personally act on same as need arises
- Must be willing to understand the big picture of the Habitat for Humanity ministry and know that ReStore is only a part of the larger goal
- Must pass Criminal Background Check and Sex Offender Check
- Work is performed in a retail/warehouse environment
- Ability to lift 75 pounds repeatedly
- Ability to spend majority of the day standing or moving about ReStore and Donation Center. Work may require climbing ladders, considerable standing, bending, kneeling, and reaching in awkward and tiring positions.
- Ability to operate office equipment
- High school diploma or equivalent
- Minimum of six months' work experience
- Must have a driver's license and maintain a good driving record

Essential Responsibilities/Job Duties:

- Load and unload all donated materials
- Screen for product usability when donors bring in donations
- Maintain organization of donation receipts and donor's zip codes

- Make minor repairs, test, process and clean donated materials
- Work with ReStore Assistant Manager to ensure that processed donations are being brought over to the store and outside sales area
- Communicating with ReStore Donations Ambassador regarding incoming donations
- Work, support, and organize volunteers in the Donation Center while making their experience meaningful
- Assist ReStore Donations Ambassador to pick-up and unload donated goods
- Maintain an effective working relationship with ReStore management, staff, volunteers, Habitat homeowners and ReStore donors and customers
- Refers to established pricing schedules and office records to verify pricing
- Operating ThriftCart software and Point of Sale register
- Answering phones, scheduling donation pick-ups and answering customer inquiries
- Operate box truck with lift gate, forklift, pallet jack, and hand carts
- Daily cleaning and straightening of the Donation Center, keeping them neat and clean
- Other duties as assigned by ReStore Manager and Assistant Manager

Physical Demands: While performing duties of the job, the employee is regularly required to stand and walk for extended periods, use hands to handle and feel and reach with hands and arms. The employee is occasionally required to sit, climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 75 pounds.

NOTE: The above list of duties, while specific to the position, is not exhaustive; it is possible that responsibilities may change or increase as deemed necessary to accomplish tasks and goals. This is not an employment contract.

Salary: \$12.00 per hour.

Benefits: Optional medical insurance coverage (Habitat pays 75% of the premium for the employee; coverage is available for dependents at full cost to the employee); Simple IRA plan with 3% match; paid time off (PTO); paid holidays; ReStore discount.

How to Apply: To apply, please email a cover letter, resume, and list of three professional references with contact information to gcrandall@lincolnhabitat.org. Please use "ReStore Donation Center Coordinator" in your subject line.

Application review will begin immediately and the position will remain open until filled.

Background check required.

Habitat for Humanity of Lincoln is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.