



ReStore Donation Coordinator

Position Summary

Lake Agassiz Habitat for Humanity's (LAHFH) ReStore Program Coordinator assists the ReStore Manager with the overall running of the ReStore by coordinating certain programs needed for the successful and sustained growth of the ReStore.

Working hours: Part-time, 20 hours/week

Key Areas of Responsibility:

1. Donation Procurement:
 - Develop and implement, with the ReStore Manager and Executive Director, a comprehensive procurement plan encompassing all potential donor pools, including but not limited to business partnerships, individual donations, and out-lying community outreach.
 - Contacts donors, coordinates, and schedules pickup times for donations by phone, email, and face-to-face.
 - Communicates well with donors regarding our processes, policies, and the mission of ReStore.
 - Keep detailed reports of call logs, donors, and donations.
 - Perform or coordinate cleaning and maintenance of ReStore truck.
 - Backup truck driver when truck driver isn't available.
 - Rides along with truck driver to pick up large, donated items (2 person items) and ensures proper loading and unloading of these items.
 - Ensures compliance with donation acceptance criteria while on the truck and in the receiving area.
2. Deconstruction:
 - Work with volunteers and ReStore staff to ensure the careful and non-evasive salvage of reusable materials from homes.
3. Other Duties:
 - Daily store operations as needed.
 - Attend and participate in ReStore Committee meetings.
 - Other duties as assigned.

Reporting and Communication:

- Maintain accurate electronic mailing lists of donors and volunteers.
- Track and report on a bi-weekly basis: business outreach, numbers of volunteers, including community service volunteers, volunteer and community service worker hours, and number of donations received.
- Ensure, through positive and constant communication, all volunteers are adhering to, and promoting, store policy.

Skills and Qualifications:

- Computer Knowledge or willingness to learn LAHFH's computer systems.
- 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
- Ability to provide leadership and supervision to staff and volunteers while also having the ability to perform most tasks in the absence of staff or volunteers.
- Ability to operate office equipment including copiers, fax machines, etc.
- Ability to lift 50 pounds.