



## **Donation Center and Warehouse Assistant Manager**

A Precious Child is a 501(c)(3) nonprofit organization that provides children in need with opportunities and resources to empower them to achieve their full potential. A Precious Child envisions a future where every child grows up to be a secure, self-reliant, contributing member of their community.

In working towards helping A Precious Child meet its overall objective of providing services for children in need throughout Colorado, A Precious Child's Donation Center and Warehouse Assistant Manager will assist in processing incoming daily in-kind donations, training and guiding volunteers in the Donation Center, organizing the warehouse and assisting with driving to pick up donations when necessary. The Donation Center and Warehouse Assistant Manager will have the opportunity to directly engage and assist donors with their in-kind donations of clothing, shoes, toys, household items, and more, as well as, educate donors on all of the organizations programs and services and encourage them to become involved with the organization in a greater capacity.

**Hours:** Full-Time, Non-Exempt, with some evenings and weekends.

**Reports To:** Donation Center and Warehouse Manager

### **Description of Duties:**

- Assist donors dropping off in-kind donations.
- Coordinate and train volunteers to assist with the needs of the day.
- Ensure inventory in & out is correctly recorded.
- Engage donors to become more involved with A Precious Child by promoting our programs and services, as well as opportunities to volunteer, host a drive, or make a monetary contribution.
- Process, sort and organize in-kind donations.
- Assist with the management of warehouse donations and logistics.
- Assist with inventory process and organization, including storage, maintenance and tracking.
- Drive when necessary.
- Communicate in-kind needs to the Store Manager and Donation Center Manager.
- Manage daily and periodic checklist for maintenance of the Donation Center (i.e. sweeping, wiping table tops, returning supplies to appropriate holding place, etc.).
- Capture donor stories and pictures for Facebook posts.
- Responsible for working with the Donation Center Manager to help meet fundraising goals through in-kind donor and volunteer focused strategies and campaigns.
- Maintain safety standards to meet & keep donors and volunteers safe and free from injuries.
- Support the Programs team in their seasonal program set up in the Warehouse space.
- Other duties as assigned.



**Qualifications:**

- A passion for A Precious Child's mission and vision.
- 1+ year of volunteer management preferred.
- Strong volunteer management skills.
- Excellent relationship management and interpersonal skills; the ability to work effectively with donors, volunteers, and staff; displays mature judgment, superior diplomatic skills and highly developed listening.
- Great organizational skills, self-motivated, flexibility, collaborative skills, and able to multi-task and works well with people.
- Self-starter who is motivated and outgoing.
- Ability to work with a wide range of people and show sensitivity to individual differences.
- Polished and professional image and demeanor.
- Work well independently and in a team environment.
- Positive attitude, strong work ethic and dependable.
- Excellent verbal and written communication skills.
- Lift between 30lbs to 50lbs at a time.
- Ability to be on your feet 80% of the day.
- Valid driver's license.

**Compensation:** Commensurate with experience.

**To Apply:** Please email cover letter, resume and salary requirements to Donation Center Manager, Walker Coggeshall at [Walker@apreciouschild.org](mailto:Walker@apreciouschild.org). No Phone Calls, please.

For more information about A Precious Child visit [APreciousChild.org](http://APreciousChild.org)

*A Precious Child is dedicated to providing equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to age, sex, gender identity, race, color, veteran status, religion, disability, sexual orientation, marital status, national origin or any other legally protected category. It is our policy to maintain a non-discriminatory environment, free from intimidation, harassment or bias based upon these grounds.*