



Warehouse Coordinator

A Precious Child, Inc. is a 501(c)(3) nonprofit organization providing 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, the Warehouse Coordinator serves as a key member of the A Precious Child team and is responsible for the proper coordination of inventory and logistics of the Warehouse along with trash, recycling and bailing of inventory. The Warehouse Coordinator supports the Donation Center team in ensuring that all donations that are received are accurately accounted for, processed and stored appropriately. The Warehouse Coordinator is responsible for the inventory located at all of A Precious Child's facilities including, but not limited to, the Warehouse and semi-truck storage units.

Hours: Full-time, Exempt with some evenings and weekends

Reports To: Director of Donation Center, Warehouse and Facilities

Areas of Responsibility:

- Responsible for daily inventory coordination; including semi-trailer inventory and inside racking and Gaylord inventory.
- Support and assist with drive partner, donor and client pickups and drop offs with Driver, Warehouse & Facilities Associate.
- Responsible for daily trash and recycle coordination.
- Responsible for bailing items.
- Responsible for long term solutions and partners for trash and recycle management.
- Responsible for filling inventory requests for Empower Events, Satellite Resource Centers and pop-up boutiques.
- Responsible for working and supporting day of Empower Events, Satellite Resource Centers and pop-up boutiques.
- Responsible for the setup of Donation Center 2 during seasonal and non-seasonal times.
- Responsible for supporting the Programs Team during seasonal programs.
- Responsible for scheduling and ensuring Facility Clean Up projects that will be supported by the Driver, Warehouse & Facilities Associate.
- Responsible for reporting broken equipment and facility damage to Director of Donation Center, Warehouse and Facilities.
- Responsible for ensuring vehicle processes and procedures are in place and being followed by all staff who use the vehicles.
- Responsible for following OSHA safety requirements and that any safety requirements for the warehouse and trailers is documented and reported to Director of Donation Center, Warehouse and Facilities.
- Assist with external and internal facility needs and requests i.e. snow removal, landscaping, etc.



- Supports supervision and training of Donation Center volunteers when needed.
- Ensures donors are greeted in a timely manner and assisted with unloading their donations, are properly thanked, receive tax receipts and organizational literature as well as offered tours and other ways they can contribute.
- Assist with prep work and count of physical end of year and midyear inventory.
- Support the implementation and success of Mobile Epiphany (new inventory tracking system).
- Responsible for ensuring a safe work environment for all staff, volunteers, and donors.
- Responsible for assisting with fundraising goals through in-kind donor and volunteer focused strategies and campaigns.
- Responsible for working some evening and weekend after hour volunteer and fundraising events.
- Maintains an organized and professional work area.
- Work with and oversee interns, as needed.
- Other duties as assigned.

Experience and Qualifications:

- Enthusiasm and passion for A Precious Child's mission and vision.
- Must be High School graduate and some College preferred.
- Minimum of 1 year Warehouse Experience.
- Minimum of 1 year Inventory Experience.
- Ability to shift focus as needed quickly and efficiently while providing clear and concise instructions to volunteers.
- 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.
- Exceptional customer service skills.
- Strong verbal and written communication skills.
- Present a professional image and demeanor.
- Must be a self-starter who is able to manage competing demands and handle multiple duties simultaneously.
- Ability to handle pressure under stressful situations.
- Strong interpersonal skills and ability to work in a team environment.
- A positive attitude, strong work ethic and a team player.
- Proficient in Microsoft Word, Excel and Outlook.
- Ability to work a flexible work schedule, including some evenings and weekends.
- OSHA trained preferred but not required.
- Forklift trained preferred but not required.
- Lift up to 50lbs at a time.
- Ability to be on your feet a majority of the day.
- Valid driver's license.

Compensation: Commensurate with experience.



To Apply: Please email your cover letter, resume and salary requirements to Courtney Wickberg, CCO, at Courtney@APreciousChild.org with the subject line, "Warehouse Coordinator". No phone calls please.

For more information about A Precious Child visit 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.