



## **Donation Center Associate**

A Precious Child, Inc. 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, the Donation Center Associate will work directly with the Donation Center Assistant Manager to lead the support at our Donation Dock to manage the process of incoming donations. The Donation Center Associate will also aid in the Donation Center and Warehouse with inventory management and facilities management.

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

**Reports To:** Donation Center Assistant Manager

### **Areas of Responsibility:**

- Lead support at the Donation Dock by assisting donors with dropping off in-kind donations, ensure process of receiving acceptable donations, and provide a positive and upbeat experience to all donors.
- This position works out of a warehouse environment with vehicles coming and going.
- Ensure the Donation Dock stays clean, organized and well maintained each day.
- 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.
- Ensure inventory in & out is correctly recorded.
- Responsible for supervision, engagement and training of Donation Center volunteers.
- Coordinate and train volunteers to assist with the needs of the day.
- Assist with the management of warehouse donations and logistics.
- Process, sort and organize in-kind donations.
- Assist with daily and periodic checklist for maintenance of the Donation Center (i.e. sweeping, wiping tabletops, returning supplies to appropriate holding place, etc.).
- Assist as needed with scheduled pick-ups, transporting, loading, and unloading of merchandise and donation bins from designated locations, including pick up and drop off of items for events.
- Establish and adhere to all driving safety protocols.
- Perform pre-trip and post-trip vehicle inspections in accordance with organization procedures. Document inspections and report the need for repairs to direct supervisor.
- Maintain an insurable driving record, reporting ALL traffic violations (both work & non-work related) to your direct supervisor.
- Fuel vehicles as assigned, record fueling data on receipts, make and submit copies.
- Aid Donation Center Team with inventory management and facilities management of A Precious Child sites and storage areas.



- Responsible for snow snow plow and Can-Am. Precious Child has closures or late starts.
    - Snow and Ice Removal PP will be reviewed and signed off by Manager
  - Provide general program support, as needed.
  - Adhere to organizational safety and OSHA standards.
  - Other duties as assigned.
- removal, including utilizing the  
This can include on days A

### **Experience and Qualifications:**

- Passion for A Precious Child's mission and vision.
- Warehouse experience preferred.
- Possess a current US driver's license and clean DMV record.
- Strong volunteer management skills.
- Familiar with Microsoft Excel, Word and Outlook.
- 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.
- Self-starter with great follow-up.
- Great organizational skills, self-motivated, flexible.
- Ability to communicate in a professional manner with other staff members, volunteers, donors, and clients.
- Minimum two years' experience in driving large vehicles preferred.
- Ability to properly load merchandise into the trucks, securing loads, and conduct a pre-trip inspection of the vehicles.
- Ability to read and utilize Google maps on a cell phone.
- Ability to clean and maintain vehicles.
- Ability to recognize any unsafe condition of the vehicles and other problems related to the job and alert supervisor as soon as possible.
- Ability to work a flexible work schedule, including occasional weekends.
- This is a standing position and you will be on your feet approximately 8 hours a day.
- Lift between 30lbs to 50lbs at a time.

**Compensation:** \$17/hour-\$19/hour range including a competitive benefits package.

**To Apply:** Please email cover letter, resume, and salary requirements to Sarah Zimick, Director of Human Resources at [sarahzimick@apreciouschild.org](mailto:sarahzimick@apreciouschild.org) and put "Donation Center Associate" in the subject line.

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-*



**a precious child**  
EMPOWERING KIDS TO SUCCEED

*discriminatory environment, free  
or bias based upon these*

*from intimidation, harassment  
grounds.*