



## **Donation Center Assistant Manager**

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 Donation Center Assistant Manager serves as a key member of the A Precious Child team and is responsible for the proper intake and processing of all in-kind donations, the management of volunteers and overall management of the Donation Center.

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

**Reports To:** Donation Center Manager

**Direct Reports:** Donation Center Associate(s)

### **Areas of Responsibility:**

- Responsible for overseeing Donation Center 1 & Donation Center 2.
- Responsible for supervision and training of Donation Center Associates; including time sheets turned in each Friday, Donation Center Associates do not go over 40 hours in one workweek (Monday-Saturday), and Donation Center Associates do not exceed an 8-hour workday.
- Responsible for ensuring supervision, engagement and training of Donation Center volunteers.
- Responsible for proper management of volunteers of all ages and group sizes to ensure donations are sorted, sized and displayed in an orderly and timely manner.
- Responsible for working closely with Resource Center Department to ensure inventory on the Store stays stocked and prioritize processing of items for the Store that are low.
- 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.
- Implements processes and procedures for Donation Center volunteer management, training and efficiency, as well as the intake of donations and donor relations at the Receiving & Dock area.
- Ensures daily and periodic checklist for maintenance of the Donation Center (i.e. sweeping, wiping tabletops, returning supplies to appropriate holding place, etc.).
- 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.



- Ensure inventory in & out is correctly recorded.
- Assist with prep work and count of physical inventory.
- Work with and oversee interns, as needed.
- Maintains an organized and professional work area.
- Assist with facility snow removal.
- Focus on employee development.
- Other duties as assigned.

#### **Experience and Qualifications:**

- Enthusiasm and passion for A Precious Child's mission and vision.
- Minimum of one-year managing staff and/or volunteers.
- 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.
- Ability to develop strategic plans
- Proficient in Microsoft Word, Excel, Power Point 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.
- Valid driver's license.

**Compensation:** \$21/hour based off of experience. A generous benefits package includes paid time off, paid holidays, health, dental, and vision insurances, and matching contribution to a 401(k) retirement plan after meeting eligibility requirements.

**To Apply:** Please email cover letter, resume, and pay requirements to Courtney Wickberg, Chief Communications Officer at [Courtney@apreciouschild.org](mailto:Courtney@apreciouschild.org) and put "Donation Center Assistant Manager" 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-discriminatory environment, free from intimidation, harassment or bias based upon these grounds.*