



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 and put "Donation Center Assistant Manager" in the subject line.

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.