



Warehouse, Driver & Facilities Associate

A Precious Child, Inc. is a 501(c)(3) non-profit 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 Driver, Warehouse & Facilities Associate will work directly with the Director of Donation Center, Warehouse and Facilities to schedule and pick up all donations. They will also be responsible for inputting and maintaining accurate records in our database. The Driver, Warehouse & Facilities 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: Warehouse & Facilities Assistant Manager

Areas of Responsibility:

- Coordinate pick up dates for organizations participating in drives and update calendar accordingly.
- Maintain ongoing 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 the Director of Donation Center, Warehouse and Facilities.
- Ensure all A Precious Child vehicles are outfitted with supplies necessary to complete daily assignments including large black trash bags, dolly (if needed), and mileage log.
- Maintain an insurable driving record, reporting ALL traffic violations (both work & non-work related) to the Director of Donation Center, Warehouse and Facilities.
- Fuel vehicles as assigned, record fueling data on receipts, make and submit copies.
- Oversee approved maintenance of the truck and van.
- Responsible for snow removal, including utilizing the snowplow and Can-Am. This can include on days A Precious Child has closures or late starts.
 - Snow and Ice Removal PP will be reviewed and signed off by Manager
- Aid Director of Donation Center Team and Warehouse and Facilities Assistant Manager with inventory management and facilities management of A Precious Child sites and storage areas.
- Provide general program support, as needed.
- Adhere to organizational safety and OSHA standards.
- Responsible for volunteer engagement and training.
- Other duties as assigned.



Experience and Qualifications:

- Passion for A Precious Child's mission and vision.
- 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 use moving tools as directed
- 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.
- Lift between 30lbs to 50lbs at a time.
- Ability to be on your feet 80% of the day.
- Valid Driver's License
- Clean driving record, for insurance purposes

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.