



**Position Title:** Reuse Specialist

**Hours/Week:** 30 to 40 hours/week, preference to those who can commit to Saturday and/or Sunday

**Purpose:** Home Resource is a non-profit organization that seeks to reduce waste, build healthy communities, and promote a more vibrant and sustainable local economy through building materials reuse. The Reuse Specialist will learn and employ wide ranging skills regarding building material reuse and community engagement/empowerment.

**Basic Activities:** Including (but not limited to): evaluating donated materials according to current acceptance policies; processing, pricing, and stocking public donations; maintaining orderly/safe storage of materials in the warehouse, lumber yard, and paint shed; assisting customers in transporting purchased materials and answering questions regarding material availability, location, and the mission of the organization; operation of the Point of Sale system,

**Essential Qualifications:** Ability to interact with people of diverse cultural and economic backgrounds in a respectful, positive manner; ability to remain calm and positive in a fast-paced work environment; knowledge of construction materials and techniques; ability to lift 50 lbs.; and remain aware of customer/worker safety despite uneven ground and irregular storage facilities; commitment to resource conservation; willingness to learn new skills. Successful applicants will be required to comply with policies outlined in the Home ReSource Employee Manual.

**Preferred Qualifications:** Experience in customer service, a busy retail environment, forklift operation, power tools, building materials and practices, and basic computer programs and Point of Sale. Excellent people skills, ability to manage volunteers, direct self and others work toward store goals and organizational mission, work well individually and with a team, enforce safety and other policies, strong written, verbal and math skills; MT driver's license.

**Benefits:** Paid vacation and holidays, some wellness benefits, eligible for a 50% employee discount on certain materials, staff appreciation activities and meals, organizational commitment to Missoula-specific living wages, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, and consideration for advancement into new positions in our growing green business.

**How to Apply:** Submit a resume and cover letter by email to [simon@homeresource.org](mailto:simon@homeresource.org) or drop off your resume and cover letter at Home Resource at 1515 Wyoming Street, Missoula, MT. No phone calls please.

**Deadline to Apply:** We will begin reviewing applications Monday November 16<sup>th</sup>, 2015 and continue to accept applications until the position is filled.