

**Position Title:** Pick-ups Coordinator

**Home Resource** is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

**Job Summary:** The Pick-ups Coordinator is a liaison between community members and Home ReSource. They are responsible for reviewing, responding to, and efficiently coordinating all pick-up and delivery requests in a timely manner. This involves communicating with store staff about incoming materials, building relationships with contractors and businesses that donate on a regular basis, and maintaining records of donations and donors. The Pick-ups Coordinator also works with the store management team to keep maintenance records and logs for all Home ReSource vehicles, schedule routine maintenance and repairs, and train other staff on vehicle use. The Pick-ups Coordinator regularly works in the ReUse Store.

**Reports to:** Store Manager

**General Responsibilities**

- Support and embody Home Resource's Mission, Vision, and Organizational Culture
- Support and embody Home ReSource's justice, equity and anti-racism values, and guidelines
- Support and enforce Home ReSource's policies and procedures
- Help create a safe, positive, equitable, and learning work environment
- Problem-solve day-to-day challenges and maintain a learning stance
- Articulate what Home ReSource does, project a positive image, and generate community support for all aspects of the organization
- Work cooperatively & communicate effectively with other staff, community partners, and the public.
- Maintain confidentiality with personnel issues and donor and customer information as needed

**Position Responsibilities**

- Coordinate & grow the pick-ups program; support long- and short-term organizational & revenue goals
- Communicate and develop relationships with contractors, retailers, and job site crews to build the donations base
- Use excellent customer service and communication skills to explain procedures, schedule activities, and delegate tasks when needed
- Safely drive a box truck, truck and trailer, and flatbed truck to pick up and deliver materials
- Properly lift, load, and unload materials in a safe and timely manner from dwelling, job sites, and into and out of HR vehicles, and be willing to train others in lifting techniques
- Maintain orderly and safe storage of materials, workspaces, and equipment
- Evaluate potential donations and accept them according to current acceptance policies
- Document and help track materials donated with photographs and donation receipts;
- Answer questions regarding material availability and location, and the mission and programs of the organization
- Work with volunteers and other staff to complete tasks
- Coordinates with Store Management team for regular and as-needed vehicle maintenance, service, and repair
- Maintain vehicle use logs & records
- Be able and willing to perform Reuse Specialist responsibilities as needed in coordination with the store management team
- Work in ReUse Store; customer service, stocking, organizing
- Help with snow removal & site maintenance

### **Skills Required**

- Perform basic emergency repairs, such as changing tires
- Read & interpret maps, follow written & verbal geographic directions; find the safest and most economical routes
- Familiarity with building materials use, reuse, and pricing
- Problem-solving, team-building, and conflict resolution skills
- Competence (or willingness to be trained) in the safe operation of forklifts and most power tools
- Interpersonal skills and ability to positively communicate with all people where they are at

### **Essential Functions**

- Organized and reliable in returning calls and emails, while prioritizing multiple tasks
- Ability to lift and move heavy and awkward building materials
- Ability to sit and stand for long periods of time, and able to work 10-hour days

### **Minimum Qualifications**

- MT driver's license and a clean driving record
- Experience driving a delivery truck

### **Preferred Qualifications**

- Experience with operation and maintenance of vehicles
- Experience with pickups or deliveries and safely securing, transporting, loading, and unloading materials
- Familiarity with green and reuses building materials and techniques, and sustainability
- Proficient with Windows-based software (Word, Excel, Email, and Internet), phone or digital photography
- Enjoy working with people, eager to develop and grow the program

**Hours/Week:** 35- 40 hours/week, \$16.00 to \$17.50/HR DOE

**Benefits:** Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, and more.

### **Skill Development and Performance Reviews**

Home ReSource employees participate in all in-house trainings. All Home ReSource employees undergo an annual performance review.

**How to Apply:** Submit a resume and cover letter to [jobs@homeresource.org](mailto:jobs@homeresource.org). The position will be open until filled. Applications are reviewed upon submission. No phone calls, please. The requirements listed in our job descriptions are guidelines, not hard and fast rules, and if you have 75% of the qualifications listed, we encourage you to apply.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression,*

*age, marital status, military status, or mental or physical disability.*