



Position Type: Part-time **Reports to:** ReStore Managers

Position Summary: Assists the ReStore Managers to generate revenue, meet budgets and maintain profitability in support of Habitat for Humanity of the NC Sandhills. Provide customer service, volunteer and donor relationships. Generate sales and donations.

Responsibilities:

- Selecting, screening and training of volunteers
- Direct activities of both the showroom and the warehouse
- Assist the ReStore Managers with the store display, arrangement of items and best utilization of the display space available.
- Assist warehouse associates and volunteers to adhere to pricing policy and procedures, and the flow of merchandise is properly placed onto the Sales floor
- Assist ReStore Managers with ReStore-related activities, including: scheduling pickups of donated contributions, setting prices/sales and managing volunteers
- Maintain a strong working relationship with volunteer and communication with managers to promote and meet volunteer needs
- Ensure that volunteer needs are met and volunteer base grows monthly
- Safety procedures and policies are in place and volunteers are trained on safety

Critical Performance Outcomes:

Ensure deposits are made daily

Strong knowledge of Volunteer Hub to access volunteers needs, to build volunteer base, scheduling volunteers, and analyze monthly hours and milestones.

Schedule volunteers to coordinate with events, sales volume, vacations etc.

Assist donors and issue donation receipts

Process Donations and Merchandise on Sales Floor

Required Skills/Experience/Physical Requirements:

Minimum requirement of 3-5 year' experience in retail sales environment

Must be able to lift 50 lbs. minimum and move heavy items such as furniture/appliances

Required to Stand, Sit, Bend, Reach and or Lift for long periods of time

Must have a NC driver's license

Team Player

Strong organizational and time management skills

Must be a self-starter

Ability to work in a team environment

Belief and Knowledge in the Habitat Mission



Job Description

Volunteer Lead

Expectations and Outputs

- Once a week phone call to volunteer of choice for follow up
- Reminders, scheduling of volunteer orientation
- Be visible in all areas of ReStore activities working with volunteers along with training of production
- Monthly tracking of volunteer hours

Working Conditions:

Exposure to extreme temperatures, loud noises and other adverse working conditions associated with outdoor/indoor work.

I hereby acknowledge receipt of this job description

Employee Signature _____ Date _____

Revised August 31, 2022