



Position: DuPage Habitat for Humanity (DHFH) and Chicago South Suburbs Habitat for Humanity (CSSHFH) seeks a Donation Driver/Ambassador

Reports to: Director of Development

Status: Full time salaried with benefits

ORGANIZATION DESCRIPTION

Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, community, and hope. We envision a world where everyone has a decent place to live.

Habitat is an ecumenical housing ministry that makes possible the dream of home ownership for low income families. By creating an affordable mortgage, typically much less than average rental rates in the market area, we provide stability and an increase in disposable income by 20-30% or more. That increase results in outcomes that most average and above income makers take for granted. These outcomes include: The ability to adequately feed the household; having safe and healthy living conditions; providing for a supportive educational environment that leads to increased rates of high school graduation and college degrees; having health care coverage; being involved in the community; and ultimately providing an increased sense of hope. This game changer is the best method to break the cycle of generational poverty.

DHFH and CSSHFH are locally run affiliates of Habitat for Humanity International, a nonprofit, ecumenical Christian housing organization. DHFH and CSSHFH work in partnership with a wide range of stakeholders to build affordable housing that fits the community. The houses are sold to qualifying families at no profit and with an interest free mortgage. The affiliates are in the midst of substantial growth and development. We are a midsized affiliate with an aggressive growth plan that will significantly increase the number of families we serve. We are seeking to make a long-term impact on the supply of affordable housing in DuPage County, Chicago South Suburbs, and the lives of Habitat homeowners.

This position will predominately focus on procuring corporate partnerships and quality goods to support out three ReStore locations. Habitat for Humanity ReStores are home improvement stores and donation centers selling new and gently used furniture, appliances, home goods, building materials and more. Habitat ReStores are independently owned reuse stores operated by local Habitat for Humanity organizations that accept donations and sell home improvement items to the public at a fraction of the retail price.

Proceeds are used to help build strength, stability, self-reliance and shelter in local communities and around the world — a good deal for you, your community and the environment.

SUMMARY OF JOB DESCRIPTION

The Driver/Donation Ambassador is responsible for the pick-up of donations at the homes of donors as well as various corporate locations. This must be done in a safe and friendly manner and transporting these donations to the ReStores and unpacking and unloading the donations.

The Driver/Donation Ambassador will work with the Operations and Corporate Relationship teams to help prepare the stores for the incoming donations and will maintain the safety of the truck fleet.

Must be “team oriented”, committed to customer service, have very good people skills and understand own knowledge limitations. Should have ability to be “customer friendly” yet firm. Candidate must be friendly, yet industrious. Good public presence and positive and professional demeanor required. Needs to be organized and able to work with others to organize ever-changing inventory in existing space.

A valid driver’s license, reliable transportation and the ability to pass a background check are also necessary.

The Donation Driver/Ambassador will work under the direction of the Retail Management Team.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1 – General Duties

- Load and unload all donated materials
- Screen product for usability
- Communicate with ReStore Staff regarding incoming donations
- Working with a volunteer or staff truck helper, providing a meaningful experience
- Drive Habitat ReStore vehicles including box trucks up to 24’ to make designated pick ups
- Operate forklift, pallet jack and other warehouse handling items
- Other duties as assigned by ReStore Management Team

2 - Team Leadership

- Maintain an effective working relationship with ReStore staff, volunteers, partner families and ReStore customers
- Motivate team of staff and volunteers to meet current organizational goals while providing a fun and dynamic place to work.

3 – Grow Donation Stream

- Engage in activities to grow donation stream.
- Maintain a friendly and courteous demeanor when dealing with donors.
- When needed, distribute marketing materials that promote ReStore and DHFH.

4 – Safety

- Ensure that all policies are followed as outlined in safety manual and update the manual as needed for changes in policy, law, or circumstances.
- Identify safety hazards and eliminate them or bring them to the attention to someone who can mitigate them.
- Ensure safety of truck fleet by scheduling and responding to maintenance requests
- Learn and teach relevant safety topics to staff and volunteers

KNOWLEDGE, SKILLS, ABILITIES, EDUCATION & EXPERIENCE:

- Dedication to the philosophy and passion for the ministry of Habitat.
- Enthusiasm, teamwork focused, and strong customer service skills
- Excellent written and verbal communication skills, including speaking to donors

- Effective leadership and team building skills
- Strong organizational skills and attention to detail
- Self-motivated, able to work independently with minimal supervision
- Possess tact, diplomacy and flexibility
- Project management skills with an ability to multi-task
- Ability to lift 75 lbs. repeatedly
- Ability to repeatedly climb in and out of truck, storage containers, forklifts, etc.

- Ability to spend the majority of the day standing or moving about ReStore. Work may require climbing ladders, bending, kneeling and reaching.
- Must have and maintain a drivers license and maintain a good driving record
- Must pass Criminal Background Check and Sexual Offender check.
- Must be able to obtain forklift certification within 6 months of employment
- High school diploma or equivalent

The store operates Monday - Saturday from 9am-6pm

Job Type: Full-time

Pay: \$14.00-\$15.00 per hour based on experience

The successful applicant will work well in diverse teams and with varied constituencies. The individual will be self-motivated, work well under pressure and be able to handle several projects at one time. The individual will have good judgment and, ideally, a sense of humor.

Please email cover letter and resume to: Jobs@dupagehabitat.org

Habitat for Humanity is an equal opportunity employer