

A WIDER CIRCLE

Current Job Opportunities

Driver & Loader -In-Kind-Donations Inventory

Salary Range \$ 21.36/hour - Coordinator

Salary Range \$ 22.97/hour - Driver - Only after completing 6-8 weeks of training and obtaining a DOT medical clearance to drive a truck.

Job Summary

A Wider Circle seeks hardy and dedicated individuals to serve as the voice and muscle behind the movement. Feel what it truly means to serve those who need our help the most. As an Inventory Coordinator, you will ride with truck drivers throughout the region to pick up donations of furniture and household items and redistribute these to individuals and families in poverty visiting A Wider Circle's Center for Community Service.

The Associate will support the in-kind donations program, specifically including the daily unloading of in-kind donations (furniture, clothing, small accessories) from the personal vehicles of donors as well as via trucks that have picked up donations from across the region, assemble client donations if necessary, and consistent interaction with clients. The Associate will become a driver to pick up in-kind donations throughout the region.

Supervisory Responsibilities

None

Essential functions-primary responsibilities

- Receive donations at our Center for Community Service, unload vehicles, and interact with donors.
- Sort and organize donations from donors.
- Record donor demographic information.
- Provide tax receipts to donors.
- Drive a 17' inch box truck to pick up in-kind donations from donors.
- Load client vehicles with furniture items with care and attention.
- Ability to work in different climate conditions.

Guiding Principles

- Value the people we work with, guests, volunteers, and all others who support our work.
- Seek to maintain a harmonious environment for the safety, comfort, and personal growth of all who enter and work in our space.
- Celebrate the diversity of thought, ideas, and expression.
- Meet people and organizations where they are, with what they want and need.
- Build relationships through rapport, trust, and communication.
- Recognize that all who enter this space have their own pathway and story.
- Listen attentively, seek to understand, and assume positive intent.
- Practice compassion in all our interactions to ensure this is a safe and comfortable space for all.

Required Skills /Abilities

- Ability to function well in a high-paced and, at times, stressful environment.
- Excellent interpersonal and customer service skills.
- Good verbal and written communication skills.
- Comprehension of safety policies and procedures.
- Good organizational skills and attention to detail.
- Ability to prioritize tasks.
- Ability to work in a team environment.
- Adherence to all driving safety rules and procedures issued by the Department of Motor Vehicles.
- Proficient with Microsoft Office Suite or related software.

Required education and experience

- One year of work or volunteer experience
- High School Diploma, GED, or equivalent
- Valid Driver's License and Clean Driving Record
- Minimum of 1 year of driving a 16'+ box truck.

Preferred Education and experience

- One year of experience working in direct service or customer service settings.
- Experience working with individuals and families living in poverty.
- Experience working in the transport, moving, or hauling industry.

Additional eligibility requirements:

Work authorization/security clearance requirements

- Must be authorized to work in the United States

Work environment

The Associate will work in a warehouse environment and outdoors in different weather climates. When driving, travel is a small cab front seat with a passenger.

Physical demands

Capable of lifting 100 pounds or more with assistance. This job requires consistently lifting arms high and bending knees often. Must be able to withstand a variety of changing weather conditions.

Other duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

Travel required

None daily. Travel is required within the DMV as a driver or co-pilot.

Affirmative Action/EEO Statement

A Wider Circle is committed to having a team that is diverse and ensuring that all qualified applicants will receive consideration without regard to race, color, gender (including gender identity or expression), religion, national origin, sexual orientation, disability, age, veteran status, or other non-merit factors. We are proud to be an equal-opportunity employer.

Please apply at: <https://awidercircle.isolvedhire.com/jobs/1199985>