



**Position Title: ReStore Coordinator**  
**Revision Date: October 2023**

**Reports to: ReStore Manager**  
**Time Commitment: 20-40 Hrs/wk**

ICHFH has three major programs, New Construction, Home Preservation and ReStore. Our ReStore helps to build wealth for both folks who shop while all proceeds from ReStore go back into funding for our first two programs.

### **ICHFH's ReStore Mission**

*ReStore seeks to put God's love into action in bringing people together to build homes, communities & hope by engaging the general public and business community in both the donation and sales of building material and household items.*

### **ICHFH's ReStore Vision**

*ReStore supports a world where everyone has a decent place to live in being a reliable source of sustaining financial support to ICHFH by providing affordable building products & gently used household items a new lease on life and saving landfill space.*

*Flexibility and adaptability are key traits for this position, as its duties and responsibilities are ever changing depending on the caliber of volunteers you have for the day*

### **QUALIFICATIONS:**

- High School Diploma or GED
- Background check and drug test required
- Valid driver's license with good driving record (no infractions in last 3 years)
- Ability to pass a DOT physical and obtain DOT medical card
- Ability to maneuver pickup truck with enclosed trailer in confined areas and driveways
- Ethical leadership skills, demonstrating continually high integrity and accountability
- Demonstrates commitment to Itasca County Habitat for Humanity's mission and able to connect the presence of ReStore with the mission of Habitat.
- Self-starter with the ability to work independently and with other ReStore/Habitat staff and volunteers
- Self-motivated, reliable, and enthusiastic about working with customers, volunteers and donors
- Excellent visual merchandising and store layout skills
- Ability to relate to people of different incomes, faiths, and races
- Ability to motivate and provide direction to ReStore volunteers
- Physical ability to complete work in the ReStore, warehouse, on deconstruction site and/or during inclement weather- (Ability to lift at least 50#, job entails lifting, bending, kneeling & reaching)
- Knowledge of construction and building materials
- At least 1 year retail/resale experience
- Ability to think in terms of profitability
- Experience in volunteer management- ability to diffuse challenging situations with tact and good judgement via clear communication skills.
- Experience with Microsoft office products (i.e. Word, Excel, etc.)
- Strong problem solving skills
- Ability to say NO

## **RESPONSIBILITIES:**

### **Performing Donation Pickups**

- Inspect pickup truck and trailer before and after operation for any mechanical or safety concerns, report any issues immediately to the ReStore manager.
- Drive pickup with enclosed trailer to donation pickup locations, adhering to all traffic laws
- Carefully and safely load items for donors with the assistance of another volunteer or staff member.
- Ensure necessary forms for ReStore donations are completed accurately for input of donor database
- Occasionally lead small volunteer crews (3-4) people on Deconstruction projects. Educate them on safe removal of home components using hand and power tools
- Resolve conflicts in a swift and tactful manner
- Maintain and ensure safety policies are adhered to

### **ReStore daily efficiency and flow**

- Ensure necessary forms for ReStore donations are completed accurately for input of donor database
- Help coordinate the schedule of donation pick-ups efficiently ensuring proper volunteer caliber for the task
- Attend Habitat fundraisers and functions with other Habitat staff
- Attend ReStore staff meetings
- Maintain receiving & warehouse areas to be tidy expediting donation to retail floor in a timely manner
- Assist in daily sales/cash register sales and reconciliation as needed
- Assist in all areas of operation including but not limited to: answering phones, intake, pricing, testing, check-out, etc.
- Conduct weekly price reductions of aged inventory according to the Mark-down policy.
- Act as the link between the Habitat/ReStore via explaining to folks how ReStore benefits Habitat
- Provide direction & Supervision to Volunteers
- Introduce Volunteers to Habitat Staff
- Assist customers and volunteers as needed

### **Maintain volunteer and donor database system using the Keystone database program**

- Accurately input donor and volunteers names and addresses for both the ReStore and Habitat Programs into Keystone
- Update Keystone database as needed with correct contact information
- Input volunteer hours and donations for the ReStore
- Print and mail thank you postcards to all ReStore donors weekly
- Assist the Executive Director in creating necessary reports as required by grantors

### **In the absence of the ReStore Manager**

- In the absence of the ReStore Manager, report financial anomalies to the Habitat Staff when they occur
- In the absence of the ReStore Manager, complete daily deposits and learn all aspects of ReStore bookkeeping, tracking daily sales, spreadsheets etc.
- In the absence of the ReStore Manager, ensure ReStore is opened on schedule and all shut-down procedures are completed at the end of the day.

### **Other Duties as assigned may be:**

- Assist with marketing efforts
- Works with related industries to promote the service that the ReStore provides to the community.
- Assist with the recruitment of volunteers
- Other duties as assigned by the ReStore Manager and/or ED

**MEASURES OF SUCCESS:**

- Efficient & Timely response to request for donation pickup and delivery system. Satisfied Donors and shoppers

**In accordance with the Americans with Disabilities Act, this position:**

- Requires the physical ability to sit, walk and or stand for prolonged periods of time. This individual must also have the use of all senses, to include, but not limited to sight, hearing and smell while possessing the ability to stand, stoop, bend, grasp and/or hold to complete warehouse, storage, store floor and intake area work. The normal work place will be out of the Habitat office and in the ReStore, truck, and de-construction sites. While the ICHFH ReStore will be smoke, drug-free and temperature controlled environment, some work may be in non-temperature controlled conditions, possibly outdoors.
- The position requires persons who are able to safely lift at least 50-100 lbs on a regular and frequent basis.

*Itasca County Habitat for Humanity is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, marital status, national origin or disability.*