



# Habitat for Humanity<sup>®</sup>

of Wake County

*Serving Wake and Johnston Counties*

## **RESTORE DONATIONS AMBASSADOR**

DEPARTMENT: Procurement

LOCATION: Durham, NC

SUPERVISOR: Donation Operations Manager

### SUMMARY:

The ReStore Donations Ambassador (also known as a Pickup Driver) manages the collection of off-site donations, transporting them to the ReStores.

This is a Full Time Non-Exempt position. Donation Ambassadors will likely spend on average at least five days per week, Monday–Saturday with one day off in between. (40 hr/wk with 8 hr days). Saturdays will be required.

### WORK PERFORMED OR KEY RESPONSIBILITIES:

- Ability to drive and operate a manual 26 ft. box truck safely
- Document correspondence with donors
- Perform excellent customer/donor service
- Load and pack materials to minimize damage
- Screen and examine each donation on site
- Coordinate donation receipts with Donation Operations Manager
- Lead in proper loading and unloading of donated materials
- Act as a representative of Habitat for Humanity, a community leader.

### REQUIREMENTS:

- Excellent driving record and 3 years driving experience
- Ability to lift a minimum of 50 lbs, continuously
- Ability to work independently and follow instructions
- Team player with a good attitude intent on helping others and the community.

### APPLICATION PROCESS:

- If interested, please email a cover letter and resume to: [chris.hauser@habitatwake.org](mailto:chris.hauser@habitatwake.org) or [edmundoyanez@habitatwake.org](mailto:edmundoyanez@habitatwake.org)

*Seeking to put God's love into action, Habitat for Humanity brings people together to build homes, communities and hope.*

**Together, We Build.**

**[www.HabitatWake.org](http://www.HabitatWake.org)**



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NOTE:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the position. All employees may have other duties assigned at any time.

We are an equal opportunity employer. Applications are considered for positions without regard to veteran status, uniformed service member status, race, color, religion, sex, sexual orientation, physical or mental disability, genetic information or any other category protected by applicable federal, state or local laws.

**THIS COMPANY IS AN AT-WILL EMPLOYER AS ALLOWED BY APPLICABLE STATE LAW. THIS MEANS THAT REGARDLESS OF ANY PROVISION IN THIS APPLICATION, IF HIRED, THE COMPANY OR I MAY TERMINATE THE EMPLOYMENT RELATIONSHIP AT ANY TIME, FOR ANY REASON, WITH OR WITHOUT CAUSE OR NOTICE.**

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