



## RESTORE DONATIONS AMBASSADOR

DEPARTMENT: ReStore

LOCATION: Raleigh ReStore, 2420 North Raleigh Boulevard, Raleigh, 27604

SUPERVISOR: Donation Procurement Manager

### SUMMARY:

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

Days and Hours Required for Donation Ambassador Position:

This position is for approximately 40 hours a week

Saturdays are 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 Procurement 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: [edmundoyanez@habitatwake.org](mailto:edmundoyanez@habitatwake.org)

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