

JOB TITLE: PreBuild and Receiving Associate
CLASS: Bargaining Unit
CATEGORY: Regular (after Probationary)
STATUS: 0.8-1.0 FTE, Hourly Wage, Non-Exempt
BENEFITS: Eligible
REPORTS TO: Reuse Area Coordinator
LAST UPDATED: May 4, 2012



JOB SUMMARY:

This entry-level position combines two busy areas of responsibility. One is the PreBuild area, a workshop-style volunteer area which both produces refurbished technology and educates volunteers about technology. The second area of responsibility is the hardware donations Receiving operations of Free Geek. This position participates in job-related group meetings to help develop programs and procedures. This position is represented by a union, and union membership is mandatory upon hire.

DETAILED RESPONSIBILITIES:

- Train, supervise, schedule, coordinate and motivate volunteers.
- Give tours to potential volunteers.
- Answer questions about Free Geek's programs.
- Communicate with other Free Geek staff and volunteers about the needs of all areas.
- Attend job-related meetings, rotating through facilitator and scribe roles.
- Keep abreast of relevant (and frequent) emails .
- Actively participate with other staff in keeping areas in line with Free Geek philosophy and capabilities.
- Assist with community pickups (involves heavy lifting).
- Teach basic hardware vocabulary and Free Geek's system evaluation process to PreBuild volunteers as needed.
- Manage flow of item through the hardware donations receiving area.
- Welcome donors and help them unload their hardware donations.
- Tally donations in accordance with all applicable laws and regulations.
- Other duties as assigned.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Ability to maintain a calm, positive and professional attitude at all times in a sometimes chaotic environment.
- Aptitude for directing, instructing and positively influencing the energy level of others.
- Ability to consistently follow policies and procedures.
- Strong organizational skills and attention to detail.

- Fluency in spoken and written English.
- Good interpersonal skills.
- Demonstrable self-motivation and personal initiative.
- Proficiency with using standard office software.
- Ability to learn Free Geek documentation tools.
- Reliability and punctuality.
- Ability to lift and carry at least 50 pounds on a regular basis.
- Must not be afraid to ask questions, but must be able to work without direct supervision on a regular basis.
- Ability to remain flexible about duties and expectations as Free Geek grows and changes.
- Aptitude for and interest in working with computer components and other hardware.
- Demonstrated interest in learning and training opportunities.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations.
- Six months of customer service experience.
- Ability to identify computer components and other hardware.
- Previous volunteer or community service experience.