

JOB TITLE: Receiving Associate
CLASS: Bargaining Unit
CATEGORY: Regular (after Probationary)
STATUS: 0.5 FTE, Hourly Wage, Non-Exempt
BENEFITS: Not Eligible
REPORTS TO: Receiving & Recycling Department Point Person
LAST UPDATED: October 5, 2012



JOB SUMMARY:

This entry-level position efficiently and effectively supports 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 ESSENTIAL RESPONSIBILITIES:

- Train, supervise, schedule, coordinate and motivate volunteers.
- 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).
- 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.
- Communicate with other Free Geek staff and volunteers about the needs of all areas.
- 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.

DESIRED SKILLS, KNOWLEDGE AND ABILITIES:

- Fluency in another language besides English.
- Demonstrated confidence and competence working with diverse populations.
- Previous volunteer or community service experience.