

JOB DESCRIPTION

PART TIME SUPPLY SPECIALIST

DEPARTMENT: Operations
REPORTS TO: Assistant Director of Operations & Facilities
HOURS/STATUS: 20 hours per week

Willow Domestic Violence Center is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

JOB SUMMARY

The Supply Specialist is a key member of the Willow Domestic Violence Center team. The major responsibility of this position is maintaining and organizing supplies to support efficient and cost-effective operations of the program facility, including maintenance of the warehouse and inventory of in-kind donations received from the community. The Supply Specialist will act as a goodwill ambassador, providing a positive presence when accepting donations from the community. The Supply Specialist will ensure staff have the supplies and resources needed to provide high quality services in the emergency shelter, counseling center, and court advocacy program. This position pays \$15.00 per hour, and is based on a 20 hour work week, from Tuesday-Saturday.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Act as liaison with program staff to ensure supplies are provided in a timely, organized way.
- Act as Ambassador for In-kind Donors, and accompany Maintenance and Supply Technician when accepting in-kind donations.
- Responsible for the organization of donation areas, i.e., warehouse, playroom, resident storage room, and the resident clothing room.
- Move, cart and store in-kind donations, including, but not limited to, lobby pickups, organizing and restocking clothing room.
- Coordinate with and assist clients in finding career appropriate clothing in the Clothing Room.
- Maintain book supply in the lobby.
- Assist as needed with kitchen, pantry and food storage organization, inventory and shopping.
- Prepare and deliver Community Food boxes to external clients. Prepare Move Out food & personal care boxes for departing residents.
- Communicate and coordinate with administrative staff the donation needs of shelter via web site.
- Organize and maintain supplies in staff breakrooms.

Other Duties as Assigned

- Maintains confidentiality in all aspects of client, staff and agency information.
- Attends and participates in agency trainings and staff meetings as required.
- Ability to meet deadlines and maintain professional composure in a changing environment.
- Any other duties as may be assigned.

QUALIFICATIONS

- High school diploma or GED.
- Must have a driver's license and a driving record considered acceptable by agency standards.
- Must have exceptional customer service skills.
- Must be able to lift/carry materials up to 30 pounds.
- Ability to communicate effectively in collaboration with external agencies and internally to coordinate in-kind donations.
- Ability to follow instructions, stay on schedule, complete tasks, have good organizational skills and work effectively as a team player as well as independently with minimum supervision.

HOW TO APPLY

Submit cover letter and resume by mail or email:

◦Mail: P.O. Box 39601, Rochester, NY 14604

◦ Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.