



WestSide Baby
basics for children in need

10002 14th Ave. SW | Seattle, WA 98146 | (206) 767-1662 | westsidebaby.org

Program Coordinator Job Posting January 2018

About the Organization

WestSide Baby, in partnership with our community, provides essential items to local children in need by collecting and distributing diapers, clothing and equipment. We collect gently-used children's clothing, car seats and cribs, as well as donated diapers and hygiene products from our community. These items are then distributed, free of charge, to children and families in need through partnership with a broad range of over 114 social service agencies working directly with families. WestSide Baby has grown exponentially; serving 4,000 children in 2006 to keeping more than 38,000 children safe, warm and dry last year.

Position Summary

WestSide Baby is seeking a Program Coordinator to coordinate organization-wide systems to ensure that basic needs items are moved about and organized in a way that efficiently supports the day to day work of filling orders for children in need. This position includes logistics management including transport and delivery of donations and inventory within our adjacent warehouse and between branches. Space planning for prime access and efficiency is important. We are looking for a responsible and energetic individual with an excellent driving record to move essential donated items and program supplies between WestSide Baby's branches, as well as various donation collection sites across western King County. Our Program Coordinator will also receive and prepare bulk inventory items, and support occasional volunteer and special operational projects as needed.

This is a 20 hours per week, part-time non-exempt employee position with room to grow. The schedule is primarily Monday – Friday with a flexible schedule depending on agency need. A minimum availability of one Saturday a month is required throughout the year. This position will report to the Strategic Partnerships Manager and collaborates closely with other key Program Staff.

Core Responsibilities

Transporting Children's Supplies (50%)

- Pick up donations from various community partners and deliver to appropriate WestSide Baby branch; load and unload van.
- Collaborate with WestSide Baby's Site Coordinators to transport needed items between branches to maintain adequate supply.
- Log and report any issues/incidents with van as needed.
- Schedule van maintenance and fueling as required.

Logistics Support (40%)

- Support receivables plan and physical space to accommodate large shipments and/or bulk in-kind donations.
- Prepare bulk orders for pick up and transport.
- Prepare and organize warehouse and workshop space with a focus on space management and efficiency.
- Ensure warehouse and workshop space is free of hazards, organized and appropriately stocked prior to volunteer shifts with available items.

Operational and Volunteer Projects Support: (10%)

- Greet donors or delivery people at the bulk warehouse.

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- Support or co-lead occasional volunteer groups, including determining projects, preparing materials, and providing day-of leadership, as needed.
- Support recycled equipment inspection and distribution process.
- Support the year-end inventory process.

Other projects, as assigned by the Strategic Partnerships Manager.

Required Skills and Qualifications

- Outstanding customer service and interpersonal skills. Must maintain a professional and positive working relationship with community partners, vendors, volunteers, donors, and fellow staff and adheres to all guidelines as outlined in the Employee Handbook.
- Strong communication skills, both written and verbal.
- Highly motivated, resourceful, flexible, and possessing a positive attitude and sense of humor.
- Strong organizational skills, with a keen sense of space management and efficiencies.
- Ability to work independently by following policies and procedures, with excellent follow through.
- Ability to work successfully in a dynamic, collaborative, team-oriented organization.
- Regular attendance and punctuality is essential.
- Valid Washington Driver's license with proof of good driving record is required.
- Reliable personal transportation and proof of current personal auto liability insurance is required.
- Must pass criminal background check through the Washington State Patrol.
- Must be able to drive a WestSide Baby owned cargo van. Driver Safety and orientation training will be provided.

Preferred Skills and Qualifications

- Pallet jack experience helpful.
- Willingness to become certified in pallet lift and/or fork lift operations.

Physical Demands

The physical demands and work environment described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities who are otherwise qualified to perform the essential functions.

- Must be able to physically stock shelves, move goods from one location to another and load and unload products; able to lift 30 lbs. repeatedly; must be able to lift up to 60 lbs. with the use of proper machinery such as a hand truck.
- Must be able to move palletted product around with proper use of a pallet jack.
- Work is primarily performed in a 19.5 ft. cargo van and at pick-up and delivery sites - Employee is subject to traffic hazards and potentially unsafe or difficult driving conditions.
- Work involves standing, walking, stooping, lifting heavy objects, talking, reaching, sitting, bending, kneeling, climbing, grasping, hearing, using hands to handle, feel or operate objects, and reaching with hands and arms.

Compensation

- \$15/hour; PTO and holiday pay available.

To Apply

Submit cover letter and resume addressed to Hannah Lertola, Strategic Partnerships Manager, to employment@westsidebaby.org with Program Coordinator in the subject line. Applications submitted without a cover

letter will not be considered. Applications will be reviewed as they are received, **with a priority deadline for consideration of February 1st, 2018**. No phone calls please. Only applicants selected for interviews will be contacted.