



Position Announcement: Program Coordinator, Warehouse Production

About WestSide Baby:

WestSide Baby (WSB) envisions a day when every child is equipped with the basic items they need to grow into healthy, happy, and resilient members of our community. In partnership with our community, we provide essential items to local children in need by collecting and distributing diapers, clothing, and equipment.

Founded in 2001, WestSide Baby is a 501(c)(3) organization and a proud member of the National Diaper Bank Network. WestSide Baby meets the basic needs of children to promote safety, security, and healthy development.

WestSide Baby operates a diaper bank, distributing over 2 million diapers per year to families in need throughout Western King County. We also receive donations from the community for essential items appropriate for children ages 0-12, including clothing, toys, books, bottles, formula, car seats, pack 'n plays, and highchairs. Staff and volunteers carefully check and sort donations and distribute them directly to 100+ partner agencies, who are experts in areas of early learning, parental support, and healthcare and who work authentically and directly with families and children. These professionals get the items the children need, and WestSide Baby can focus on collecting the essential items.

Each year WestSide Baby distributes over \$3 million in clothing, diapers, safety equipment, and other items to children across more than 80 zip codes.

About the Position:

We are looking to add a program coordinator who is excited about our mission and looks forward to stepping into a newly created role on our team. We value talents as much as training and lived experience as much as education. If you see yourself in this role, we strongly encourage you to apply, even if you have not held a similar title before.

WestSide Baby is powered by a community of volunteers who operate within the organization's four warehouses helping staff execute on the mission. With staff management overseeing the volunteer programs and overall operations, **the Program Coordinator, Warehouse Production role centers on setting the stage for all productivity as it relates to donation collections, item processing, and order filling.**

This non-exempt, hourly position reports to the Program Director and is 100% on-site at our location in White Center, Seattle.

Responsibilities:

Volunteer Warehouse Support and Logistics (45% or 9 hours per week)

- Support the lifecycle of an order, including the supply-chain of incoming item donations and fulfillment of orders.

- Assist Volunteer Manager in prepping for volunteer shifts, including updating bin quantities, replenishing pre-sort bins, stocking supplies and materials, managing overflow inventory, touring volunteers, and other tasks.
- Count, track, and report on incoming, existing and outgoing inventories.
- Work with WSB Volunteer Team to develop strategies that support equitable distribution of all inventories.
- Lead two shifts per week, including Tuesday evening hours.
- Support WSB's volunteer-base by prioritizing customer service and productivity.
- Occasionally lead interns.

General Warehouse Support and Inventory Management (45% or 9 hours per week)

- Optimize warehouse spaces to accommodate a fast-paced warehouse environment, including incoming donations, product deliveries, outgoing provider orders, and other third parties as needed.
- Oversee warehouse disposal and recycle programs, including Goodwill pickups and SPU transfer station runs.
- Support ongoing warehouse organization, including pallet-jacking, moving and stacking boxes, rolling large carts, carrying and stacking baby equipment, as well as other tasks as needed.
- Occasionally drive company vehicle to support day-to-day operations.

Miscellaneous Support of Overall Operations (10% or 2 hours per week)

- Assist Distribution Team as needed.
- Facilitate occasional emergency distributions.
- Greet and assist donors, community members, and other WSB constituents.
- Ensure warehouse and workshop spaces are free of hazards, organized, and clean.
- Support WSB fundraising events and campaigns as needed.
- Assist with year-end inventory process.

Qualifications:

- Strong organizational skills, with a keen sense of space management and system efficiencies.
- Outstanding customer service and interpersonal skills; maintains a professional and positive working relationship with staff, providers, volunteers, and donors.
- Strong communication skills, both written and verbal.
- Forklift experience preferred but not required; willingness to learn required.
- Ability to work independently and successfully in a dynamic, collaborative, team-oriented organization.
- Highly motivated, resourceful, flexible, and possessing a can-do approach to work.
- Proficient with Microsoft Office Suite or related software. Experience with Salesforce a plus.
- High school diploma or equivalent
- Two years of related experience a plus.

Physical Requirements:

The physical demands and work environment described must be met by an employee to successfully perform the essential functions of the 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, as well as load and unload products; must be able to lift 30 lbs. repeatedly; must be able to lift 60 lbs. or more with the use of proper machinery, such as a hand truck, pallet-jack and/or forklift.

- 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.

Preferred Schedule:

- Mondays: 8:00am – 1pm*
- Tuesdays Afternoons/Evenings:
 - 1st & 3rd Tuesdays: 12pm – 5pm*
 - 2nd & 4th Tuesdays: 1:30pm – 7:30pm (Evening Shift Lead)
- Wednesdays: 8am – 1pm*
- Thursdays: 8am – 1pm*

*A weekly schedule needs to be established, but the above hours with an asterisk can be negotiated up or down an hour.

Compensation & Benefits

The position's compensation is \$28.85 an hour for an anticipated 20-hour work week. This is a non-exempt, hourly position. WestSide Baby offers generous paid time off and holidays - and a 403(b) retirement plan, with the possibility of up to 2% employer contribution.

Application Instructions

To apply please send your resume and answers to the following questions to employment@westsidebaby.org with the position title in the subject line:

- Tell us why you want to work at WestSide Baby. What is it about our mission that speaks to you?
- What excites you about this position?

Applications received before January 5 will be prioritized. Interviews will be conducted during January and early February. We expect this position will start in February or March 2026.

*WestSide Baby is an equal opportunity employer. We are committed to building a team that represents the community we serve. People of color, of any sexual orientation or gender identity, from under-represented communities, and people with diverse life experiences are **encouraged** to apply.*