



MEMBER POSITION TITLE: Crisis Housing In-Kind Donation Coordinator

HOST SITE: Pillars Adult & Family Shelter at 400 North Division Street

OVERVIEW: The Crisis Housing In-Kind Donation Coordinator will support client health and wellness, conduct research and development (R&D) with like agencies in the Fox Valley and beyond to synthesize best practices that will build Pillars' capacity to track, and manage and distribute donated food, hygiene items and other supplies among sites. Continuous improvement-focused responsibilities will include establishing an inventory system; designing and testing a sustainable, volunteer-driven distribution system; documenting processes; presenting findings to local nonprofits and other community partners with the aim of sharing learning across the sector.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

- Research and develop best practices for in-kind donation intake, distribution, and storage.
- Meet with other local agencies to learn their best practices in in-kind donation intake, distribution, and storage.
- Work closely with Pillars' site managers to develop efficient storage space for in-kind donations.
 - Pillars Adult Shelter: 1928 W. College Avenue
 - Pillars Adult & Family Shelter: 400 N. Division Street
 - Pillars Resource Center: 1928 W. College Avenue
 - Pillars Main Office: 605 E. Hancock Street
- Develop a streamlined process for requesting and accepting in-kind donations
- Create and implement a system to actively track inventory of all in-kind donations across the agency.
- Adequately document standard operating procedures to keep systems in place.
- Build a sustainable training guide for volunteer assistance in this system.
- Work closely with volunteers to develop best practices for in-kind donations.
- Train volunteers in steps needed to accurately intake, distribute, and store in-kind donations across the organization in a way to sustain the process created by the AmeriCorps member.
- Communicate directly with volunteers throughout entire process.

QUALIFICATIONS/SKILLS/EDUCATION/EXPERIENCE:

- The ideal candidate will hold an Associates or Bachelor's degree in Supply Chain Management, Non-Profit Management, Community Health, Health Promotion and Wellness, Health Science, or related background and experience based on host site need. Upper-level undergraduates with related experience are encouraged to apply.
- Must have experience working in Microsoft Office Suite & Outlook.
- Should be comfortable in an office and an outdoor setting.
- Flexible and able to switch tasks with little notice.
- Skilled in creating and organizing documents, processes, and physical items.
- Should have reliable transportation.
- Must work well individually and on a team.
- Comfortable with re-directing donations that cannot be used or stored.
- Must be able to lift at least 50 lbs.
- Be 18 years or older at the beginning of their service
- Hold a high school diploma or equivalent
- U.S Citizen, U.S National, or Lawful permanent resident alien of the U.S

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- Provide information and complete, and pass a criminal history check (see note at the end of the application).

TRAINING:

- Current in-kind donation process: request, acceptance, storage, distribution and inventory.
- Layout of each site, including storage facilities.
- Determination of in-kind donation needs at each site.
- Volunteer access, scheduling and expectations.
- BWFV AmeriCorps Program will new member orientation and additional monthly training opportunities for professional development.

OTHER INFORMATION:

- **Member Term of Service:**
 - The Member's service term will start on 9/1/2021 and end of 2/28/2022.
- **Time Requirements:**
 - The member is expected to serve 450 hours, which averages 18-25 hours/week during the service term period.
- **Benefits:**
 - Members will receive a living allowance while serving, which is paid on the 15th and last day of each month, and will receive a gross living allowance of \$352.92 per pay period. Please note, there will not be an additional hourly wage or salary.
 - Segal Education Award upon successful completion of hourly requirement described in *Time Requirements*: The Education Award amount for this position is \$1,678.57
 - Forbearance on qualified student loans while serving and interest accrual payments.
 - The opportunity to create a program that will have a long-lasting effect on our clients and our operations!

CONTACT INFORMATION AND APPLICATION DUE DATE (if applicable):

- Please complete the AmeriCorps member application, which can be found on the Be Well Fox Valley website: <https://bewellfoxvalley.org/> and click on the AmeriCorps tab.
- Preference will be given for application materials submitted by Monday, August 16th. Please email completed application to Amanda Ross, AmeriCorps Program Manager. Email: Amanda.ross@unitedwayfoxcities.org. Please call Amanda Ross at 920-735-5479 if different way is needed to submit the application.