



VOLUNTEER WAREHOUSE MANAGER

SUMMARY:

The **volunteer** Warehouse Manager assists the Executive Director by managing the operations of the Western Pennsylvania Diaper Bank's storage facility and warehouse. The *volunteer* Warehouse Manager is responsible for working with the Executive Director and community organizations to receive diaper donations, pack and distribute diapers and trains volunteers in warehouse operations and procedures. **Current need is one day per week.**

ESSENTIAL JOB RESPONSIBILITIES:

- Opens and closes warehouse and maintains the facility according to organization's needs
- Loads and unloads trucks for distribution and receiving
- Picks-up donated diapers as needed; sorts diapers and becomes proficient in client needs and diaper sizes.
- Fills agency orders expertly and in advance of pick-up
- Operates warehouse equipment safely.
- Completes monthly inventory by size
- Trains volunteers in warehouse safety procedures.

EDUCATION/CERTIFICATIONS/EXPERIENCE:

- High school diploma or GED and 2-3 years' experience in a warehouse or big-box store preferred

OTHER SKILLS/ABILITIES:

- Passion for the vision, mission and values of the Western Pennsylvania Diaper Bank.
- Be of sound character, work ethic, and a self-starter
- Ability to receive directions from the WPDB staff
- Ability to work with staff and a variety of volunteers while working flexible hours
- Ability to do basic math and maintain organized computer records
- Strong interpersonal skills
- Able to lift 50 pounds and stand for significant periods of time

TO APPLY: *Please forward cover letter and resume to Cathy Battle, Executive Director. at cbattle@wpadiaperbank.org. NO PHONE CALLS, PLEASE.*