

GIV Warehouse Associate

Position Summary

Do you want to help meet the tangible needs of local nonprofits? Enjoy working in a fast-paced, active role? If so, apply to join the United Way team as a part-time GIV Warehouse Associate, averaging 25-30 hours per week. In this role, you will assist with the daily operation of our [Give Items of Value \(GIV\) Program](#). The GIV Program plays a vital role in supporting our mission by helping connect donated products with local nonprofit organizations serving individuals and families in need. This position is responsible for receiving, organizing, and inventorying in-kind donations from local businesses and national retailers while creating a welcoming, customer-focused experience for nonprofit agency partners, donors, and volunteers.

The ideal candidate enjoys building relationships, thrives in a fast-paced environment, is highly organized, and is comfortable with hands-on warehouse work. This position offers the opportunity to make a meaningful impact every day by helping transform donated goods into valuable resources for local nonprofit organizations and the people they serve. You'll build relationships with community partners, support volunteers, and play an important role in strengthening the nonprofit network throughout our community.

Key Responsibilities:

Donation Management & Warehouse Operations

- Receive, inspect, and process in-kind donations from corporate partners, retailers, and community businesses.
- Organize warehouse inventory to ensure products are accessible and well-presented while maintaining a clean and safe warehouse environment.
- Stock shelves, rotate inventory, and monitor product quality; help ensure agency shopping areas remain organized and inviting.
- Assist with loading and unloading donated merchandise.
- Follow safety procedures and assist with regular warehouse maintenance / upkeep.

- Collaborate with staff to improve operational efficiency and customer service.

Agency Assistance

- Welcome nonprofit agency representatives and provide excellent customer service during shopping appointments.
- Assist agency partners in locating products that best meet the needs of their clients.
- Perform outbound counts for the items being obtained by the non-profit agencies; maintain accurate distribution records.

Volunteer Coordination

Welcome individual and group volunteers upon arrival.

Provide clear instructions and meaningful volunteer assignments.

Foster a positive, engaging volunteer experience.

Recognize volunteer contributions and communicate appreciation.

Qualifications & Requirements

- Part-time, primarily Monday-Thursday during normal business hours; however, some flexibility is required to occasionally be available early mornings, evenings or weekends
- Position is carried out primarily in a warehouse environment. Extended period of standing is required, along with ability to lift up to 40 pounds. The work environment will include exposure to hot temperatures during summer months.
- Ability to stand, walk, bend, reach, and perform physical warehouse activities throughout the workday.
- High school diploma or equivalent required.
- Experience in customer service, warehouse operations, nonprofit programs, retail, logistics, or inventory management preferred but not required.
- Excellent verbal and written communication skills.
- Comfortable interacting with diverse community members, donors, volunteers, and nonprofit partners.

- Able to manage multiple projects simultaneously while maintaining a very strong attention to detail
- Clean driving record. Valid driver's license required.
- Must obtain OSHA-10 and forklift certifications after onboarding. Training for certifications will be provided.
- Passionate about serving the community and advancing our mission.
- Builds positive relationships with people from diverse backgrounds.
- Takes initiative and works independently while contributing to a collaborative team.
- Demonstrates professionalism, reliability, and flexibility.
- Enjoys solving problems and finding practical solutions.
- Maintains a positive attitude and a strong commitment to customer service.

Core Competencies for all United Way Professionals:

- **Mission-Focused:** The United Way Professional's top priority is to create real social change that leads to better lives and healthier communities. This competency should drive their performance and professional motivations.
- **Relationship-Oriented:** The United Way Professional understands that people come before process and is astute in cultivating and managing relationships toward a common goal.
- **Collaborator:** The United Way Professional understands the roles and contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.
- **Results-Driven:** The United Way Professional is dedicated to shared and measurable goals for the common good including creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.
- **Brand Steward:** The United Way Professional is a steward of the brand and understands his/her role in growing and protecting the reputation and results of the greater network.

How to Apply:

Submit your cover letter and resume via email to:

careers@unitedwayplains.org with "GIV Warehouse Associate" in the subject line.

More information about the United Way of the Plains can be found at <https://unitedwayplains.org/>