



Part-Time Donation Specialist – RESALE SHOP

Normalcy. Dignity. Hope. – Christ’s Haven For Children is a nonprofit organization centered around these core values. We are located in Keller, TX, and provide a trauma-informed, family model of care for displaced children, teens, and young adults. As a voluntary placement organization, we are an option outside of traditional foster care, often when a caregiver has exhausted all efforts to care for a child. Whether a child is with us for six months or sixteen years, we utilize that time loving them as our own and instilling normalcy, dignity, and hope into their lives. As a faith-based organization, our hope is that their time with us will help lead them toward healing from their past abuse and/or neglect.

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We are looking for a part-time professional (up to 20 hours/week) to join our team as a **Donation Specialist in the Christ’s Haven Resale Shop**. This position will report directly to our Resale Shop Manager.

Core Competencies:

Customer Service

Interpersonal Communications

Physical Demands

Summary

Reporting to the Christ’s Haven Resale Shop Manager, the Donation Specialist will assist in picking up donations with the Resale Shop Driver, unload donations, and assist at the Resale Shop as directed.

Responsibilities

- Loading, unloading and placement of donated items at Christ’s Haven Resale Shop
- Receive donations at Christ’s Haven Resale Shop when no deliveries are scheduled
- Assist with customer needs loading purchases
- Assist other Christ’s Haven Resale Shop employees as needed with moving of furniture, heavy items in store
- Periodic Resale Shop maintenance & cleaning
- Others duties as assigned by Christ’s Haven Resale Shop Manager

Qualifications:

- Must be 21 years of age or older to drive Christ's Haven vehicle
- High school diploma is required or able to show proof that you are working toward that goal
- Able to lift, move, and load heavy items – some exceeding 50 lbs
- Personal qualities of integrity, credibility, and commitment to Christ's Haven for Children's mission
- Demonstrate effective verbal communication & customer service skills
- Demonstrate effective time management and the ability to prioritize tasks
- Possess the knowledge and skill to diffuse crisis situations
- Be committed to personal growth, change, and learning
- Other duties as assigned by the Resale Shop Manager

Position:

The Donation Specialist is a part-time, non-exempt position that will work at the Christ's Haven Resale Shop (301 N. Main Street, Keller, 76248) up to 20 hours a week.

Interested candidates should submit their resume to bonnie@christshaven.org.