

POSITION DESCRIPTION

Position Title: Gifts In Kind Associate

Supervisor: Assistant GIK Director

Classification: Full Time Hourly Nonexempt

Wage: \$20-23 Hourly Nonexempt

Send resume to: lisette@unitedwaylee.org

Deadline for Applications: January 23, 2025

ABOUT UNITED WAY OF LEE, HENDRY, and GLADES

United Way of Lee, Hendry, and Glades (UWLHG) is a volunteer driven organization dedicated to improving the quality of life for all people in our community. This is accomplished through fundraising, fund distribution (90+ partners), community building, volunteer advancement, and information and referral. UWLHG is a \$20 million nonprofit social services organization, with 75+ employees in nine locations with the main campus located at 7273 Concourse Drive, Fort Myers, FL. Most of the funding is from private donations although UWLHG also receives local, state, and federal grants.

Job Summary:

This is a full-time position. The days and hours of work are Monday through Thursday 6:30a.m. - 3p.m., Friday 6:30a.m. - 12p.m. Some evening and weekend hours may be required as job duties demand.

Key Responsibilities/Essential Functions:

1. Assist with scheduled deliveries, pick-ups, and other related activities for the Gifts in Kind program.
2. Follow the instructions and directives of the GIK Assistant Director for laying out inventory, pulling items for deliveries, and other related activities.
3. Ensure all outgoing orders have been picked, clearly marked, and organized for pick-up or delivery.
4. Assist the Inventory Manager by inventorying all incoming donations, photographing the items, and sending them to the Inventory Manager.
5. Assist Inventory Manager with adding SKU numbers to all incoming items.
6. Proficient in InFlow inventory scanning system of incoming and outgoing orders.
7. Support and assist in the coordinating of scheduled physical inventory counts.
8. Maintain and update item location in the warehouse in InFlow.
9. Assist the SRC with warehouse organization and client fulfillment.
10. Protects the Gift In Kind department proprietary systems such as the InFlow system and inventory items.
11. Follow outlined safety procedures and protocols at all times.
12. Maintain AED/CPR First Aid Training.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Education/Requirements: High School completion preferred.

Direct Reports: None

Physical Requirements & Working Conditions/Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk, and/or hear. The employee is frequently required to use finger and hand motion and occasionally to stand, walk, and reach with hands and arms. The employee must frequently lift and/or move up to fifty pounds and occasionally lift and/or move up to one hundred pounds. There may be additional physical requirements associated with department meetings/events. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus. Requires talking, hearing, and visual acuity sufficient to perform these major functions. Occasionally, the work of this position is spent at offsite meetings, or event locations within Lee, Hendry, or Glades County.

Licenses: Valid Florida Driver's License.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. This job operates in a professional office environment, including occasional off-site venues, and outside event areas in various weather conditions. This role routinely uses standard office equipment such as computers, phones, and photocopiers.

United Way is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, religion, sex, national origin, disability age, genetic information or any other characteristic protected by law. This nondiscrimination policy extends to all terms, conditions, participation in all company-sponsored activities, and all employment actions. United Way will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in undue hardship.

Terms of employment are subject to satisfactory negative drug testing as part of our drug-free workplace program. Level II background screening will be conducted because of the nature of the position. Applicants may be asked to take an online skill assessment.

Additional Information:

- You will be part of a diverse staff of smart, passionate, and enthusiastic team members and volunteers.
- Experience our high-performance culture that is engaged in exciting and challenging work.
- Apply your knowledge and skills to help solve the community's toughest problems.
- UWLHG offers competitive pay commensurate with demonstrated successful performance and experience.

- Benefits include paid Health and Dental Insurance for employees, 401 (k) Retirement Plan, paid Holidays, and Monthly Accrued Vacation and Sick Leave.