



## Position Summary for Donation Ambassador / Truck Driver

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### Scope of Responsibilities

Donation Ambassador will support Habitat for Humanity of Bucks County through the effective management of the ReStore Truck Driving Operations, and will create and maintain positive visibility of Habitat for Humanity of Bucks County in the community. The Donation Ambassador requires someone who can work with limited oversight, while projecting a professional image in speech and demeanor in their interactions with others in multiple venues and scenarios.

### Specific Duties

#### Operational

- Ability to work independently with limited oversight.
- Drive donations, sales and profits of the ReStore to further our mission through the successful operation of the trucking department.
- Demonstrate and work with peers to deliver outstanding service to customers, donors, volunteers and others.
- Increase quality and quantity of merchandise donations, by following and enforcing donation quality standards.
- Effectively manage Habitat ReStore trucking assets to ensure safety of employees, volunteers, customers, Habitat vehicles, and others.
- Ensure that licenses and other required information are maintained properly for government bodies and others as appropriate, and all state, and Federal laws are followed at all times.

### Reporting and Communications

- Completes daily and weekly vehicle safety check-lists
- Submits all requested scheduling and trucking documentation timely
- Follow all Safety and reporting guidelines as outlined by Store Manager

### Required Skills and Experience

- Driver's License with a clean driving record
- Solid application of interpersonal and communications skills, internally and externally, with groups and individuals.
- Ability to travel when necessary, for training, or support of any existing or future ReStore(s) within Bucks County.

- A history of successfully adapting to rapidly changing conditions with unexpected shifts in priorities.
- Ability to safely lift and position up to 50 pounds, and up to 100lbs with assistance.
- Job entails occasional bending, kneeling and reaching, often in awkward or tiring positions. Bulk of time will be spent out in the elements standing, & walking. Entering customer's houses, and businesses, going up elevations and in and out of the back of trucks with heavy loads.

## **Competencies**

- Initiative represented by “a sense of urgency” energy, enthusiasm, attention to detail and follow up.
- Adaptability: a quick, sound and positive decision maker in rapidly changing conditions; anticipating, addressing and solving problems.
- Personal presence, projecting a professional image in speech and demeanor in interactions with others in multiple venues and scenarios.
- Knowledge of navigating the Bucks County area, and surrounding community is a bonus