



JOB TITLE: Transport Associate
SUPERVISOR: Village Thrift Director
TIME COMMITMENT: Part-Time: 24 hours/week; must be able to work on Saturdays
COMPENSATION: \$13/hour
REVISED: 03.15.2024

MINISTRY:

- Understand the Love INC ministry model.
- Provide missional opportunity of showing the love of Christ to volunteers and clients.
- Transport Assistant is responsible for planning and accomplishing donation pick-ups and deliveries.

LOVE INC CULTURE:

- A commitment to Love INC's mission, vision, core values, and statement of scripture and service.
- A commitment to excellence in all areas of responsibility.
- A commitment to confidentiality in all matters.
- A commitment to servant leadership.

SPIRITUAL REQUIREMENTS:

- Agreement with the Apostle's Creed with a commitment to the Church and its mandate to serve the poor and needy as an agent of transformation.
- Abides by the Peacemaker Process and demonstrates understanding and effectively applies it to appropriate situations.
- Exhibit a life of integrity and maturity in relationship with Christ and fellow believers and is consistent with 1 Timothy 3:1-13

ESSENTIAL FUNCTIONS:

- Plan and track the timely completion of all pick-ups and deliveries for Village Thrift, adhering to Love INC and Village Thrift SOP's.
- Drive the truck and accomplish the safe transport of all pick-ups and deliveries.
- Lift and move heavy furniture and appliances on and off the truck, in and out of homes, and in the store.
- Adhere to safety manual guidelines
- Oversee the regular maintenance of the box truck.
- Provide training, scheduling and supervision for all transport volunteers.
- Assist on sales floor and donation center as pick-up schedule allows.
- Serve as an ambassador on behalf of Love INC to our community

SKILLS AND QUALIFICATIONS:

The following knowledge, skills, and abilities may be acquired through a combination of formal education, self-education, prior experience, or on-the-job training.

- Clean driving record and valid driver's license.
- Ability to lift 50lbs unassisted.
- A willingness to pray for both donors (pickups) and customers (deliveries).

- Good verbal and written communication abilities as well as competent organizational skills
- Strong team player with good interpersonal skills.
- Ability to work both independently and with a variety of people.
- Ability to train, positively influence, and lead volunteers while demonstrating servant-leader attitude.
- Ability to handle multiple priorities effectively and under pressure.
- Basic computer skills to manage email, internet access and miscellaneous online applications.