



www.shelkertohome.ca

SHELTER TO HOME IS SEEKING A STORAGE MANAGER AND TRANSPORT COORDINATOR TO WORK IN OUR STORAGE FACILITY (temporarily located at Highlands United Church in Edgemont Village, North Vancouver)

DELIVERABLES INCLUDE:

- Schedule and coordinate pickups of donations by movers/volunteers
- Receive deliveries of donations
- Maintain storage space in workable order
- Keep track of storage inventory
- Stage and oversee client pickups of orders from storage
- Prepare reports and updates as required
- And other related tasks

REQUIREMENTS:

- physical ability to lift and move furniture and boxes,
- good communication skills both oral and written,
- good organizational ability,
- time flexibility,
- previous experience with inventory an asset

HOURS ARE VARIABLE, UP TO 20 HOURS PER MONTH @\$18/HOUR

Please submit resume to info@shelkertohome.ca

SHELTER TO HOME, an outreach program of Highlands United Church, is a volunteer run program that accepts good quality furniture and household items, and distributes them to clients experiencing furniture poverty who are referred to us by agencies on the North Shore.