



Position Available: Warehouse Assistant (Program Delivery)

Position Type: Part-time Temporary (up to 30 hrs/week)

Position Purpose: Reporting to the Director of Program Delivery, the Warehouse Assistant will assist in sorting and packing project supplies in our warehouse and may help with shipping and delivery of supplies to various locations across the Bay Area. This position will also help to keep our warehouse clean and organized.

Position Responsibilities

Warehouse Assistance (Primary Focus)

- Package, unpack, and restock tools and supplies in our tool warehouse (e.g. garden tools, painting and construction supplies, cleaning supplies).
- Pack our Project in a Box kits and prepare them for shipping or truck delivery
- Verify and double check packaging lists.
- Inspect products for defects or damage.
- Help to maintain a safe, clean, and well organized warehouse.
- Complete closing and opening work as needed.

Delivery Driving/Supply Delivery Responsibilities (Secondary Focus)

- Assist with supply delivery throughout the Bay Area.
- Follow delivery driving routes and time schedules.
- Load/unload delivery vehicles.
- Report needed repairs and/or maintenance on vehicles.
- Occasionally drive a company box truck, cargo van, and U-Haul rental trucks (up to 20').
- Maintain professional representation of the company in all interactions with our community partners and through responsible driving.

Responsibilities of all HandsOn Bay Area Staff (required for all positions):

- Embrace HandsOn Bay Area's core values and mission (see below)
- Be ambassadors for HandsOn Bay Area in the community
- Support the fundraising efforts of the organization
- Act as leaders on HandsOn Bay Area corporate service projects as necessary

Requirements:

- Detail oriented. Able to multi-task with flexibility to succeed in a fast-paced environment.
- Ability to lift up to 40 pounds.
- Basic familiarity with Google Suite: Gmail, Calendar, and Drive
- Valid driver's license.
- Ability to drive vehicles like small U-hauls/large vans a plus. If you don't have this experience though; we can train you.

Traits

- A self starter who can work independently while also being a team player
- Interested in nonprofit work and believes in the value of community service.
- Organized, likes attention to detail, good time-management skills.

- Professional demeanor in person, in virtual meetings, and in email communications.

HandsOn Bay Area is committed to making diversity, equity, and inclusion part of everything we do. Bring your true self. Uniqueness is powerful!

Compensation

\$25.25/hr. Includes sick time, vacation time, and a 401k plan with up to 4% salary match.

HandsOn Bay Area's Core Values and Mission

Mission

People Helping People™

About Us

HandsOn Bay Area creates awesome volunteer projects to connect companies and people like you to schools, parks and nonprofits that need your help.

HandsOn Bay Area volunteering projects address critical community issues such as hunger and homelessness, the environment, youth development and more. Each year, we mobilize 27,000+ volunteers to help 250+ local schools, parks and nonprofits with over 69,000 hours of volunteer support.

[Check out one of our videos for an example of our work.](#)

Core Values

HandsOn Bay Area works to make positive change in our community while modeling an organizational culture that allows all team members to succeed. We strive to uphold the following values in all that we do.

- **High-Quality Programming**

HandsOn Bay Area provides high-quality experiences that fuel further action. High quality is the lens for all of our partners - volunteers, agency partners and corporate partners. If we let someone down, we will work to make it up to them as quickly as possible.

- **Service Unites**

HandsOn Bay Area believes that the challenges and issues that we as humans face in the world can be met and improved through the powerful human connections created by service. We are guided by Dr. King's profound statement - "Everyone can be great because everyone can serve." Service is the path by which we can all take part in the healing of our world.

- **Corporate Social Responsibility**

HandsOn Bay Area believes that corporate partners can be positive contributors in the community. We seek to guide and direct the energy of our corporate partners to do good by creating high quality programming rooted in the real need of the community.