



Warehouse & Volunteer Associate

Job Location: Sterling, VA
Full-Time (Exempt) \$32-36k
Competitive Benefit Package also provided.

Organization Overview

Women Giving Back (WGB) is a non-profit organization that provides local women and children living in poverty and/ or emerging out of homelessness, with quality clothing and other necessities that they need. WGB operates a dedicated boutique and warehouse facility in Sterling, Virginia where women can shop in a dignified environment, free of charge, through referrals from human service providers and community partners.

Position Overview

Reporting to the Program Director, the Warehouse & Volunteer Associate is responsible for the organization and the safety of WGB's boutique and warehouse, leads all meaningful volunteer activity to receive and process clothing donations and manage inventory to ensure the facility runs smoothly. Works closely with volunteers and the program team to ensure clients have a dignified shopping experience.

Essential Functions

Volunteer Supervision

- Convey WGB's mission and quality standards and provides an exceptional volunteer experience while supervising.
- Lead volunteer shifts including pre-shift volunteer station prep; clear and engaging volunteer orientation; meaningful shift wrap-up; post-shift reset for the following shift; when applicable communicate tasks that need to be accomplished to Lead Volunteers.
- Assist in identifying individuals interested in a Lead volunteer position and schedule.
- Work with Volunteer Engagement Specialist and Program Director to develop and maintain processes, policies, and procedures for volunteer handbook and trainings.
- Participate in Warehouse Committee meetings, providing updates and changes on operations and processes.

Donations, Inventory and Distribution Management

- Oversee pickup, intake, sorting, storing and distribution of all in-kind donations.
- Manage permanent donation drop off locations and coordinating timely pickups when notified.
- Responsible for packing, loading, and delivery of bulk clothing donation requests from Community Distribution Partners.
- Schedule and oversee donation drop off days in coordination with staff and volunteers.
- Pick-up/delivery of needed donation drive supplies (boxes, flyers, signage, van) and pick-up/delivery of donations.
- Provide updates to appropriate staff, volunteers, and donors regularly on low stock items, seasonal in-kind donation needs and volunteer needs.

Facility & Equipment Management

- Manage all aspects of the warehouse and boutique including ensuring supplies are available as needed and ensuring that the boutique is consistently well stocked and maintained as a safe and clean for a productive work environment and a premiere shopping experience.



- Ensure all volunteers stations are maintained at a 'volunteer ready' state.
- Manage warehouse and boutique in compliance with organization's policy and vision while ensuring employee/volunteer safety and OSHA compliance.
- Ensure safe operations and usage of all equipment and vehicles through inspections and light maintenance.
- Work with Program team to ensure successful preparation and breakdown for all on and off-site events.

Other Functions

- Assist in the reporting of volunteer activities through articles and photos in the newsletter, website, and social media.
- Serve as Shift Lead and Pickup/Delivery Driver when a Lead Volunteer cannot be secured.
- Complete other duties as assigned by the Program Director to deliver overall services and meet goals.

Qualifications

- A degree in related field preferred; or equivalent combination of education and experience.
- Must possess a valid VA driver's license, good driving record and comfort or experience with driving a cargo van.
- Must be a natural organizer and planner.
- Work proactively, independently, work under supervision, and work in a high energy and team-based and goal-oriented environment.
- Flexibility to work some evening and weekend hours.
- Experience working with volunteers is a plus.
- Prior warehouse or retail experience managing daily operations is highly recommended.
- Strong customer-service and ability to interact and communicate well with individuals (staff, volunteers, and donors) from a variety of socioeconomic backgrounds and those with differing abilities in a culturally diverse environment.
- Strong work ethic, decision making and problem-solving skills.
- Intermediate to advanced proficiency in Microsoft Office.

PHYSICAL DEMANDS OF THIS POSITION: Must be able to constantly sit, walk, bend, twist, climb, reach above shoulders, kneel, and squat. Must be able to lift and carry a minimum of 50 pounds on a frequent basis. Must be able to see, talk and hear to exchange accurate information with internal and external individual. Must be able to work in a warehouse/retail environment.

COVID-19 VACCINE: Women Giving Back has a COVID vaccine requirement for all program staff. We are committed to a safe workplace and doing our part to address the pandemic.

TO APPLY: Send a thoughtful cover letter and resume to info@womengivingback.org with "Warehouse & Volunteer Associate" in the subject line. No phone calls, walk-ins, or social media inquiries. If your application is selected, you will be contacted for an interview.

Women Giving Back is an Equal Opportunity Employer and is committed to fostering diversity within its staff that is representative of the communities we serve. Applications from individuals having diverse backgrounds and life experiences are strongly encouraged to apply. We seek candidates who will contribute to diverse, equitable, and inclusive environments for our clients, volunteers, and staff. We are open to the possibility that a great candidate for this job may not precisely meet all the above criteria; if you believe you are the right person for the job and can persuasively make that case, we encourage you to apply.