



Assignment Title:

- Summer Youth Program: Dock Assistant

Impact:

- Dock Assistants engage positively with the community of staff, volunteers, customers, and donors to bring awareness and understanding about Habitat for Humanity. All Dock Assistants serve in staff-like positions to enable the team to better serve the ReStore community.

Supervisor: ReStore staff

Major Responsibilities:

- Unload and clean donations before they go on the floor
- Keep the dock safe and clean
- Give donation receipts to donors
- Record donor zip codes
- Unload trucks/donations in an orderly fashion
- Lead daily volunteers
- Use proper radio etiquette
- Represent Habitat for Humanity in a positive and professional manner

Time Commitment:

- Will work a designated shift time: 2:00-6:00pm or 7:00pm Monday-Saturday; 1:00-5:00pm Sunday

Qualifications:

- Ability to lift 30 lbs
- Customer service skills

Training:

- Dock Assistants will shadow a staff member for 2 shifts
- Will meet with staff regularly to evaluate, celebrate, and change as needed

Service Location:

- Littleton ReStore—7890 W Quincy Ave, Littleton, CO 80123; Denver ReStore—70 Rio Grande Blvd, Denver, CO 80223; Wheat Ridge ReStore—10623 W I70 Frontage Rd, Wheat Ridge, CO 80033