Position Term & Schedule
The ReStore is looking to hire one Part-Time Temporary Position. Starting July 26th 2023 and Ending August 25th 2023

The ReStore Temporary Associate position is a part-time (24 hours per week) hourly, non-exempt position. The schedule will be every Wednesday, Thursday, and Friday from 10 AM-6 PM.

The Temporary Associate position is at the Habitat ReStore located at 6241 Jackson Rd, Ann Arbor, MI 48103. When on the truck, you’ll be servicing in and closely around Washtenaw County.

The Temporary Associate will report to Kyle Thornhill, the ReStore Director.

Starting pay is $15.00 an hour.

Position Description
Associates work with the Habitat ReStore team and volunteers to assist with daily operations of running the ReStore and supporting scheduled donation pickups. This person will work with the Assistant Manager, Donation Manager and ReStore Director to plan and execute daily tasks on their assigned tasks and projects for each day at the ReStore.

Responsibilities
This role will involve daily and weekly recurring activities as well as special projects throughout the year. The day-to-day tasks will vary depending on the state of the ReStore and availability of volunteers, but here is a sample of what you might be responsible for.

- Participate in monthly ReStore staff meetings and assisting with planning projects and tasks for daily volunteers and staff
- Assisting customers by answering the phone, running the cash register, and responding to messages and comments on our social media platforms
- Ride along with fellow ReStore staff member on one of our ReStore trucks to pick up donations from local businesses and residents in and closely around Washtenaw County
- Assist customers by helping them find items they are looking for, measuring items, organizing inventory, and loading purchased items to the sold area or into customers vehicles
- Unload ReStore trucks and other donor’s vehicles, trucks, and/or trailers when items are being dropped off
- Cleaning, fixing, organizing, and putting together donated items before placing them on the sales floor
- Provide safe, positive, and productive experience for volunteers
- Ensure good safety practices at the ReStore
- Assist with opening and closing the ReStore while following standard operating procedures
- Provide innovative solutions to unique challenges at the ReStore
Personal Talents and Skills

- Commitment to serving households of low-income and advancing the critical call for affordable homeownership in Washtenaw County
- Ability to navigate changing job duties, including organizing and prioritizing multiple tasks for completion within deadlines and anticipating needs or problems
- Ability to work within existing systems while looking for ways to increase efficiency and reduce redundancies
- Ability to effectively communicate using email and phone with HHHV staff
- Willingness to teach and learn
- Ability to work individually and with a team
- Assisting and communicating with customers along with sales
- Basic phone, computer skills, and ability to learn QuickBooks POS
- Ability to move larger items consistently throughout the day
- Willingness to seek and provide feedback in constructive manner
- Curiosity of the work and willingness to take on new tasks
- Ability to work unsupervised to complete tasks on time with regularity

Physical Abilities In accordance with the American Disabilities ACT (ADA):
This position requires the physical ability to:

- Sit, walk, and/or stand for prolonged periods of time.
- Use all sense, including but not limited to sight and hearing.
- Stand, stoop, bend, grasp and/or hold in order to complete job duties.
- Work in non-temperature controlled conditions and out-of-doors.
- Safely lift at least 80 lbs. on a regular and frequent basis.

Application Process & Estimated Timeline
To apply, please email your resume to kyle@h4h.org
Resume Deadline: 7-24-2023
Final Hiring Decision Made: 7-25-2023

Background check:
All employees are subject to a sex offender registry check.

Organizational Background
Habitat for Humanity of Huron Valley (HHHV) is a dynamic, progressive nonprofit organization that seeks to enrich our whole community through a legacy of affordable homeownership for households of low-income in Washtenaw County. Habitat for Humanity of Huron Valley began its work in Washtenaw County in 1989, and since then has renovated and sold over 260 homes to low-income buyers, completed over 8,000 home repairs for low-income households, provided financial counseling to over 1,800 households, and engaged with more than 10,900 community residents and partners in neighborhood revitalization activities.

We are seeking a ReStore Associate/Truck Driver to join our team. This person will assist with working on our sales floor while also assisting on picking up donations in the Washtenaw County area. We encourage people living in or familiar with Ypsilanti Township to apply.
Commitment to Diversity, Equity, and Inclusion

Diversity, equity, and inclusion are fundamental to achieving our mission of enriching Washtenaw County through a legacy of affordable homeownership for households of low-income. We recognize that a history of discrimination in U.S. housing policy is one of the primary drivers of racial inequities that persist in our local community, and our practices and programs must be informed by this history in order to create lasting change.

We are committed to fostering a culture of humility, open dialogue, and accountability, so that staff feel empowered to bring their full, authentic selves to work every day. In our dedication to diversity, we celebrate and embrace cultural differences as we strive to create an organization reflective of the broader community we serve. In our pursuit of equity, we aim to establish practices and policies that eliminate bias and provide equal opportunity. And in our devotion to inclusion, we continuously endeavor to make all feel welcome, respected, and valued.

Research shows that while men apply to jobs when they meet an average of 60% of the criteria, women and other underrepresented individuals only apply when they meet 100% of them. We strongly encourage applications from people of all backgrounds and identities. If you think you have what it takes, possess transferable skills, are quick to learn, but don’t necessarily satisfy every requirement or meet every qualification, we would love to hear from you!

Habitat for Humanity of Huron Valley provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, weight, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.