



**Position Title:** Yard Coordinator

**Home Resource** is a non-profit community sustainability center. We work with, in, and for the community to reduce waste and build a more vibrant and sustainable local economy. We collect and sell reusable materials, channel materials to those in need, provide meaningful work opportunities, and educate & inspire to promote a sustainable future.

**Job Summary:** The Yard Coordinator acts as the point person for yard improvements and oversees the yard inventory for safety, current inventory capacities, and infrastructure needs. The Yard Coordinator will support the Operations Director and Assistant Store Managers to implement the long term strategic plan for the yard (i.e. infrastructure needs, processing systems) and work with store staff, volunteers, and Work Programs participants to implement the plan and complete yard related tasks.

**Reports to:** Operations Director; Assistant Managers are the daily supervisors

**General Responsibilities**

- Communicate and work cooperatively & effectively with staff, agencies, professionals and customers
- Coordinate and use HR channels to communicate effectively with HR staff on relevant topics
- Know & enforce Home Resource policies and procedures; support & model organizational culture
- Take responsibility for resolving communication breakdowns
- Demonstrate good work habits, including punctuality and ability to organize and manage time and information
- Communicate effectively through email, in-person, and on the phone
- Be adaptable to rapidly changing circumstances
- Interact with people in a pleasant manner, even under stressful conditions
- Accept, act on, and offer constructive criticism
- Treat all people with dignity and respect
- Help problem solve on difficult topics
- Project a positive image of Home Resource

**Position Responsibilities**

- Optimize yard safety and efficiency of storing and moving materials on a daily basis
- Support Home Resource's short- and long-term operational goals related to yard operations
- Oversee organization of inventory, related storage, and infrastructure in the yard
- Implement Standard Operating Procedures (SOP) for stocking, safety, intake, pricing and storage of yard materials and field test and make suggestions for upgrades to SOPs
- Regularly update the yard task list and coordinate the completion of those tasks
- Assist in the training and task delegation of Work Program participants for yard-related projects
- Communicate items to list in the Featured Items email to appropriate staff
- Contribute ideas to ensure efficiency and safety of the yard in the build-out plans and implementation

**Skills Required**

Familiarity with building materials use, reuse, and pricing

Problem-solving, team-building and conflict resolution skills

Competence with the safe operation of forklift and most power tools

Prioritize multiple tasks effectively and help others to do so to accomplish organizational goals

Interpersonal skills and ability to positively communicate with all people where they are at



# Home ReSource

Retail. Job Training. Education. Zero Waste.

---

## Essential Functions

Able to be on your feet and moving, stand for long periods of time, and able to work 10 hour days

Able to move heavy and awkward building materials

Operate the forklift to safely transport, store, and load materials

**Pay:** \$13-\$16/hour, depending on experience and qualifications. 35-40 hours.

**Benefits:** Generous paid vacation and holidays, paid family medical leave time, dental & vision insurance, additional wellness benefits, simple IRA Match or HSA Contribution, sustainable commuter benefit, up to 12 paid community volunteer hours per year, staff appreciation activities and meals, chance to work with great people in values-based, triple bottom-line business that works to reduce waste and build community, consideration for advancement into new positions in our growing green business, and more.

## Minimum Qualifications

2 yrs experience in retail or a relevant trade

## Preferred Qualifications

Familiarity with building principles, green and reuse building principles and techniques, and sustainability

Proficient with Windows based software (Word, Excel, Email, and Internet)

**How to Apply:** Submit a resume and cover letter to [simon@homerresource.org](mailto:simon@homerresource.org) by April 22, 2019

No phone calls please.

Home ReSource will conduct background checks on all final candidates, and offers of employment are contingent upon those results.

*In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Home ReSource will be based on merit, qualifications, and abilities. Home ReSource does not discriminate in employment opportunities or practices because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*

*Home ReSource is committed to providing a safe environment that is free of discrimination and harassment. It is against Home Resource's policy to engage in verbal or physical conduct that denigrates or shows hostility or aversion toward any individual because of their race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, marital status, military status, or mental or physical disability.*