

DATE: August 3, 2026

JOB DESCRIPTION: Donations Ambassador | Driver

POSITION TYPE AND HOW WORK IS COMPLETED:

- Fulltime/Non-Exempt
- Regular hours 8:30am – 5:00pm EST Tuesday - Saturday

SALARY: \$18/hour

REPORTS TO: ReStore Interiors Manager

OVERVIEW

Work as part of a team to drive the ReStore donation truck to scheduled pickup locations, meet with donors, and load/unload donations. This position requires excellent communication in person/customer service and over the phone.

MAJOR DUTIES & RESPONSIBILITIES

Transportation, Vehicle Operations & Safety

- Safely operate donation trucks and other assigned vehicles in a lawful, courteous, and professional manner.
- Conduct daily and weekly vehicle inspections and safety checks to ensure roadworthiness and operational readiness.
- Monitor vehicle condition and report maintenance or repair needs promptly.
- Maintain cleanliness of truck interiors and exteriors.
- Ensure trucks are properly secured at the end of each day, including locking vehicles and safeguarding merchandise and electronics.
- Load, secure, transport, and unload donated items according to established safety procedures.
- Maintain eligibility for Habitat vehicle insurance, including a valid driver's license, favorable driving record, and required driving experience.

Donation Collection, Processing & Warehouse Support

- Pick up donated items using Habitat vehicles, transport them to the ReStore, load and unload donation trucks multiple times daily, working with staff and volunteers.
- Ensure all donated items are returned to the store, processed appropriately, and routed for resale, recycling, scrap metal, or disposal according to organizational guidelines.
- Follow established donation acceptance criteria and accept only items appropriate for resale or approved processing.
- Assist with donation processing, recycling operations, warehouse activities, and overall store needs when not assigned to driving duties.
- Help maintain a clean, organized, safe, and efficient warehouse, donation area, and ReStore environment.

Customer Service, Donor Relations & Mission Representation

- Provide exceptional customer service to donors, shoppers, volunteers, and community members both in the field and at the ReStore.



- Interact with donors professionally, courteously, and respectfully, demonstrating care for personal property and donated items.
- Build positive relationships that communicate the mission and encourage donor satisfaction, trust, and ongoing support.

Teamwork, Communication & Organizational Support

- Maintain regular communication with the Donations Coordinator and other team members regarding schedules, pickups, deliveries, and operational needs.
- Work collaboratively with ReStore staff, volunteers, and leadership to support daily operations and organizational goals.
- Train, support, and work alongside volunteers as needed.
- Comply with all Habitat for Humanity policies, procedures, safety requirements, and operational standards.
- Perform other duties as assigned in support of the ReStore and mission.

KNOWLEDGE, SKILLS, AND ABILITIES

- Valid driver's license with a minimum of five years of driving experience and an acceptable driving record.
- Ability to meet Habitat for Humanity vehicle insurance requirements.
- Ability to safely lift, move, load, and unload donated items.
- Strong customer service, communication, teamwork, and organizational skills.
- Ability to set and balance priorities, adapt swiftly to changes, and exercise autonomy while making timely decisions in the field.

PHYSICAL REQUIREMENTS

- Ability to stand for extended periods of time, to move and handle boxes of merchandise, furniture, and fixtures over varied terrain including stairs and through doorways, entails lifting at least 75 pounds.
- Ability to understand and communicate in English; other languages are a plus.
- Ability to pass a pre-employment drug test and random drug testing as selected.

OUR COMMITMENT

Henderson County & Thermal Belt Habitat for Humanity is an equal opportunity employer that values diversity, equity, and inclusion. We do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.

INQUIRIES: Submit a cover letter and resume to employment@habitat-hvl.org

ADVERTISING PERIOD: August 3, 2026 – August 17, 2026