**Warehouse & Truck Assistance Volunteers needed for busy local nonprofit retail store**

**Greater Springfield Habitat for Humanity** is seeking **warehouse and truck assistance volunteers** to support our **ReStore**. Greater Springfield Habitat for Humanity (GSHFH) is an organization that provides local families the opportunity to build strength, stability and self-reliance through shelter. Our ReStore is located at 301 E. Main Street Westfield, MA (behind Moe’s Southwest Grill).

The Habitat for Humanity ReStore is a non-profit home improvement store and donation center that sells new and gently used furniture, building materials, appliances, home décor, and much more. Donated items are resold to the public for a fraction of their retail value and the profits from the store are used by GSHFH to further our mission. Patrons are encouraged not only to shop at the store, but also to donate their unwanted goods and consider volunteering their time. Like any other growing business, the ReStore requires time, talent, and treasure that is not always readily available without the help of generous shoppers, donors, and volunteers.

Title: **Warehouse & Truck Assistance Support**

Goal: Travel with truck driver to donors homes and help load donations into truck. Help load / unload items from the ReStore truck and donors’ cars to the store’s warehouse space. Organize, process, clean, and price donations. Gather donor contact information.

Reports to: Margo VanZandt, Restore Manager

Hours: ReStore hours are:

* Wednesday through Saturday 10am – 6pm
* Sunday Noon – 5pm

**Responsibilities:**

* Process incoming and outgoing shipments
* Assemble floor displays and re-sets.
* Replenish merchandise to the sales floor.
* Assist customers and perform carry-in/-out.
* Perform building maintenance and basic cleaning; maintain store equipment and supplies.
* Perform other duties and tasks as may be assigned.

**Qualifications/Special Skills:**

* Must be at least 16 years old
* Must be a motivated, self-starter, able to work independently
* Ability to understand and work from general instructions
* Assistants should be physically fit as they will be on their feet for most of the day and may be required to lift large amounts of stock
* Mechanically inclined – ability to assemble furniture
* Ability to lift at least 50 pounds
* Excellent communication, listening skills, interpersonal skills

**Interested in Volunteering:**

* Contact Margo VanZandt
  + [VanZandt@HabitatSpringfield.org](mailto:VanZandt@HabitatSpringfield.org)
  + (413) (413) 642-8990
* Visit: [www.RetStoreWestfield.com](http://www.RetStoreWestfield.com) & fill out the interest form