



## Denver, Colorado Operations Coordinator Job Description

### About Us

Founded in Colorado in 2005, There With Care's mission is to provide a wide range of meaningful and fundamental services for families and children during the critical phase of a medical crisis. We serve families referred by hospital social workers and build support around them through a community of individuals, volunteers, services and businesses, who ease their burden of life's day-to-day obligations with compassion and care. Our current service locations are Colorado, Middle Tennessee, and the Bay Area of California.

### The Role

The Denver Operations Coordinator is responsible for the packing of family deliveries and the loading of volunteer vehicles with items and care packages required to make a delivery. This position participates in the restocking of party items and overall cleanliness of the Denver Pantry, ensures products on hand are rotated to avoid expiration, and notifies management about items that are running low. This position assists with other tasks including some administration, as needed, to support the Operations Manager and the Denver Operations team.

### A Typical Day Might Include

- Responsible for loading and packing of the Care Packages and ensuring inventory accuracy.
- Collaborates with the Operations Manager and Denver Ops team on management of the warehouse, maintaining program inventory quantities, maintaining grocery and produce inventory quantities and other items that require replenishment in the warehouse. Checks dates and rotates program items when restocking to ensure no expired product is being delivered.
- Maintains cleanliness and organization of warehouse, including maintenance of labels, bin lids, counter tops, shelving, freezers, and fridge while following all safety procedures.
- Assists with entering received items into the inventory system.
- Receives Amazon Fresh deliveries and other large donations at the pantry.
- Transports items from the storage unit to the office pantry.
- Assists with inventory management, including periodic spot checks throughout the year. Assists with end of year assessment and counts for the Denver spaces.

### Qualities That Might Make You Successful In This Role

- *You Want to be Part of Something Bigger.* Our mission inspires you. The idea of helping families and engaging the community to participate through your skills motivates you.
- *You are a master of your own Time Management.* You are comfortable juggling multiple projects and multiple people and are masterful at prioritizing, and re-prioritizing when necessary.
- *See the Solutions.* Good at solving problems with compassion and care. You are willing to find a solution, adapt, then execute. And when you don't have the answers, you aren't hesitant to ask and learn.
- *Details matter.* You have a sincere desire to understand the details of every aspect of the organization and are not afraid to ask for clarity when needed. You have impeccable attention to detail and put care into all you do.
- *Collaboration Inspires You.* Working as a team, brainstorming and problem-solving together motivates you. You view feedback not as criticism, but as a way to have a better, stronger outcome. You naturally see ways to engage people and see the importance of building community.



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- *You Prefer Moving to Sitting.* While dealing with the movement of inventory, at times this job requires physical stamina and strength. This job requires heavy lifting and movement of large and cumbersome items.
- *Bonus Talents.* Not required, but experience in Salesforce is an asset. Experience working with volunteers, or as a volunteer, is also helpful. Previous experience in a warehouse environment is helpful, but not required.

### Qualifications

What is most important to us in this role is someone who is energized by the idea of sharing their mindset and skill to create a welcoming community space and support the delivery of care to families facing critical illness. You must be adaptable with shifting priorities, work well within a fast-paced environment, and be willing to work in an indoor warehouse where temperatures can fluctuate depending on the season. You must be able to lift and carry plastic bins containing food items, assist in unloading and packing incoming products, reach to place items on shelves, and use a ladder to access items stored on higher shelving units.

### Compensation and Benefits

- Hourly range \$17.00 to \$22.00 depending on experience.
- Part-time, 20-25 hours per week.
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

This position requires a Criminal Background Check. We reserve the right to make employment contingent upon successful completion of a Criminal Background Check. There With Care is an Equal Opportunity Employer.