

Athens Area Diaper Bank Operations Manager

Job Description

Reporting to the Executive Director, the Operations Manager will play a critical role in managing the day-to-day effectiveness of the Diaper Bank, including our warehouse and office operations. The Operations Manager will play a collaborative role in developing and implementing systems that increase the effectiveness and efficiency of our work and support our ability to grow and expand impact. This is an outstanding opportunity for a motivated and detail-oriented individual who wants to make a substantial impact while gaining a broad set of experiences relevant to nonprofit leadership.

Job Details

Salary: \$15 an hour

Job Type: Part-time, 15-20 hours per week

Schedule and Flexibility: Hours worked each week will take place at the AADB warehouse. The warehouse hours will be fairly set and consistent (Monday, Wednesday, and Friday 9:00 am to 12:00 pm), and the other hours worked are flexible (anytime 8:00 am to 6:00 pm). There will be one to two 2-hour shifts with volunteers required each month on a weekday evening or weekend.

Responsibilities for Operations Manager

General Management

- Design and implement office and warehouse policies and procedures, as necessary.
- Oversee administrative tasks such as opening and closing the warehouse according to organization's needs, check the mail, checking in volunteers, phone calls, emails, including responding to questions regarding the Athens Area Diaper Bank mission.
- Maintain office and warehouse supplies.
- Manage and maintain IT infrastructure, including office equipment, computers, phones, and printer.

Volunteer Management

- Schedule volunteer shifts to meet the demands of distributions
- Check in volunteers and ensure completion of volunteer agreement forms.
- Share AADB information and mission with volunteers.
- Train volunteers in warehouse safety procedures and proper diaper wrapping technique.
- Oversee volunteer shift and ensures a pleasant volunteer experience.
- Submit monthly volunteer report to executive director.

Warehouse Management

- Receive diaper deliveries, count for accuracy, properly sort and shelve diapers.
- Oversee diaper drive donation drop-offs at the warehouse, including recording and shelving.
- Operate pallet jack and other warehouse equipment safely.
- Maintain diaper inventory and completes monthly inventory by size.
- Complete physical inventory count twice per year.
- Maintain inventory of distribution bags and ensure adequate supply.
- Become proficient in client needs and diaper sizes.
- Compile and fill agency orders correctly, promptly, in good condition, and in advance of pick-up.
- Conduct diaper distributions twice monthly with agencies.
- Ensure smooth operations and cleanliness of the warehouse, including recycling of cardboard and film plastic.
- Submit monthly distribution report to executive director.

Qualifications

- Passion for the vision, mission and values of the Athens Area Diaper Bank
- Strong interpersonal skills resulting in exceptional rapport with people
- Able to deal courteously, professionally, and tactfully with the general public in a variety of circumstances
- Ability to excel at details, multi-task and work under pressure
- Ability to work independently with little supervision
- Ability to grasp new ideas and integrate them into desired results
- Strong computer skills
- Must have a valid state driver's license.
- Must be willing to undergo drug screening tests and background checks.
- Able to lift 40 pounds and stand for significant periods of time.

Employment Prerequisites

- Minimum of an associate's degree, preferred
- 2-5 years of work experience in an administrative/office management role
- Knowledge of Microsoft Office and Google Office

Note: This position description is intended to describe the general nature and level of work being performed by employees in this job. It is not an exhaustive list of all responsibilities, duties, and skills that may be necessary for this role. Personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Qualified candidates should forward resume and cover letter to: jobs@athensareadiapers.com with Operations Manager in the subject line.

*The **Athens Area Diaper Bank** exists to help strengthen families in the Athens area by ensuring access to an adequate supply of diapers, and by raising awareness about the causes and consequences of diaper need in our community. With diapers and financial donations collected from the community, the Diaper Bank partners with existing service organizations to serve families who are most in need of diapers to keep their little ones clean and dry, healthy and happy.*