



## **Beaver Valley Outreach Treasure Shop is accepting resumes for a Full-Time Treasure Shop Donated Goods Coordinator (DGC)**

### **Position Summary:**

BVO's Treasure Shop DGC is responsible for the efficient intake, movement, storage, recycling, and distribution of donated goods. This role plays a key part in maintaining the flow of donated goods, while maintaining compliance with health & safety standards, cleanliness & organization. Supporting and assisting the Bottles for BVO Program, helps maintain this important initiative. A commitment to community service, environmental protection, waste diversion and circular economy strategies are key to this role.

### **Primary Duties and Responsibilities:**

- Donation intake and distribution according to Treasure Shop donation guidelines
- Organization and inventory management of intake area, sheds and basement
- Recycling, waste management and movement of goods
- Customer service for intake of donated goods
- Support Bottles for BVO initiative
- Assisting with Facility Maintenance

### **Required Skills/Knowledge:**

- Strong communication skills
- Organized and efficient
- Good decision-making skills
- Ability to work in a fast-paced environment
- Experience working with volunteers, an asset
- Ability to work independently and as part of a team

### **Employment Requirements:**

- Current First Aid & CPR, WHMIS, AODA, Health & Safety (BVO willing to train)
- Current Criminal Reference Check
- Valid Drivers Licence
- Ability to lift 50 pounds unassisted
- Valid drivers licence

### **Wages and Incentives:**

- Wage Range: \$24.60 - \$28.29 per hour (Living Wage employer in Bruce Grey)
- 35 hours per week. Work schedule to be determined based on organizational needs
- Employee Benefit Package

Interested applicants are invited to submit a cover letter and resume in person to Beaver Valley Outreach with the subject line: Treasure Shop Donated Goods Coordinator or by email to: [admin@bvo.ca](mailto:admin@bvo.ca) Please contact Catherine Sholtz at 519-599-2577 ext. 122 for further information.

**BVO is an Equal Opportunity Employer that is committed to an inclusive and barrier-free workplace. If you require accommodation during the recruitment process, please advise.**

**We thank everyone who applies, however, only those selected will be contacted for an interview.**