



Boulder, 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 Boulder Operations Coordinator is responsible for the packing of family deliveries and the loading of the volunteer vehicles with the items and care packages required to make a delivery. This position is also responsible for the weekly restocking and cleanliness of items for the Boulder Pantry. Ensures the products on-hand are rotated to avoid expiration of products and to bring attention to any items in which we may be running low. This position assists with other tasks, as needed, to support the Operations Manager and the Boulder Operations team.

A Typical Day Might Include

- Responsible for loading and packing of the Care Packages all while ensuring inventory accuracy.
- Collaborates with the Operations Manager and Boulder Operations 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: labels, bin lids, counter tops, shelving, freezers, and fridge. Following all safety procedures.
- Enters 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.
- Inventory Management; quarterly and spot checks throughout the year. Responsible for End of Year assessment and counts for the Boulder 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.

Qualifications

What is most important to us in this role is someone who is energized by the idea of sharing his/her skills to create a welcoming Community Space and support the delivery of care to families facing critical illness.

Compensation and Benefits

- Hourly range \$16.50 to \$17.50 depending on experience.
- Part-time. 25 hours per week. Monday – Friday 9am to 2pm.
- Vacation, Sick Leave and Paid Holidays
- 401(k) plan

How to Apply Please submit your resume and along with the answers to the following questions to: careers@therewithcare.org.

1. What draws you to There With Care's mission? How would you connect further to it through this role?
2. Are there any qualities in particular that you possess that you think make you a good fit for this role?
3. Describe the values of an organization you have worked with previously. How did (or didn't) these values resonate with you?
4. Share a brief example of a problem you've encountered that you had to solve where you didn't know the solution and it was out of the area of your expertise.

You can submit your answers in writing, a slideshow, or a personal video. We're excited to learn more about you.

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.

There With Care requires all employees to be vaccinated against the COVID-19 virus. There With Care will consider requests for exceptions to this policy when necessary to provide reasonable accommodation for an employee or applicant's disability or sincerely held religious belief or practice.