



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 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 Denver 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 Denver 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 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: 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 Denver spaces.

Qualities That Might May 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.



Denver, Colorado Operations Coordinator Job Description

- *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 \$20.00 to \$22.00 depending on experience.
- Part-time. 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.

Please submit your resume and cover letter to: careers@therewithcare.org.

This position is Colorado based.

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.