



## ***Warehouse Coordinator***

### ***Job Description***

As an integral part of the organization, the Warehouse Coordinator is responsible for the successful warehousing and inventory management related to the Basically Babies Layette Program, in accordance with the strategic direction set by the President, Manager of Operations, and the Board of Directors.

#### **Roles and Responsibilities**

The Warehouse Coordinator is a part-time position reporting directly to the Manager of Operations. Specific responsibilities of the Warehouse Coordinator include, but are not limited to, the following:

##### **Team Work & Communication**

- Embrace, support, and promote the vision and strategic plan of the organization
- Provide regular updates to the Manager of Operations and members of the Management Team regarding warehouse activities
- Communicate effectively with management, co-workers, and volunteers
- Use and promote technology to aid communication and operations
- Prepare monthly status reports detailing all tasks and activities accomplished, in progress, and anticipated in the next month, in addition to any problems or issues

##### **Warehouse Coordination**

- Coordinate warehousing and inventory components of the organization
- Ensure warehouse is organized, presentable, and safe at all times
- Organize the timing, quantity, and spacing of donations into the warehouse
- Monitor warehouse space and quantities of give-away, mending, and/or stain boxes in a 'green' and resourceful manner
- Develop systems to maintain warehouse consistency
- Study warehousing and inventory management industry issues and trends

##### **Inventory Coordination**

- Assess the quality and nature of donations used as inventory
- Use donated items in a creative and resourceful manner
- Monitor inventory tracking system accuracy
- Utilize monthly inventory reporting to anticipate layette supply needs

- Understand inventory levels and work with the Manager of Operations to help generate sufficient levels of layette supplies
- Coordinate the year-end inventory count
- Continually assess inventory systems to identify issues and opportunities for improvement

### **Volunteer Coordination and Management**

- Manage Basically Babies warehousing and inventory-related volunteers
- Ensure volunteer levels match workload
- Orient, develop, and train new and existing volunteers through daily shadowing and participation in semi-annual volunteer training sessions
- Identify, prepare, and coordinate daily, work night, and group volunteer tasks
- Coach and mentor volunteers as appropriate to improve performance and commitment
- Work with the Manager of Operations to ensure the volunteer experience is meaningful and fun

### **Education and Experience**

The individual in the position of Warehouse Coordinator is a team player who is experienced, knowledgeable, and educated in the field of warehousing and inventory management. This individual is a strong communicator with excellent oral and written communication skills, is personable, and is able to manage his/her time and work effectively.

The Warehouse Coordinator is a person of honesty and integrity who understands the compassionate nature of Basically Babies' charitable work. The Warehouse Coordinator also possesses strong relationship-building skills, organizational skills, and the ability to oversee volunteers.

#### **Position Requirements:**

- 2-3 years of demonstrated warehousing or inventory management
- Previous experience leading, managing, and training volunteers
- Sufficient, relevant computer skills: Microsoft Office tools (Outlook, Word, Excel)
- Demonstrated history of charitable/volunteer work

### **How To Apply:**

Please submit a cover letter and resume to Chelsea Lee, Manager of Operations, via email ([chelsea.lee@basicallybabies.org](mailto:chelsea.lee@basicallybabies.org)) and indicate the position you are applying for. The application deadline is August 6, 2025.