



Illinois Valley Community Development Organization
www.ivcdo.org | (541) 592-4440 | info@ivcdo.org
PO Box 1824 / 341 E Cottage Park Dr #4,
Cave Junction, OR 97523

IVCanDonate's Cans for Kids Coordinator Job Description



Overview: Illinois Valley Community Development Organization (IVCanDO) is celebrating 3 years of the Cans for Kids program benefiting youth programming in the Illinois Valley. We are seeking to hire a team player who is physically fit, efficient, and friendly to oversee the donation station.

The candidate should be:

- Prompt and reliable, able to train and oversee volunteers
- Able to lift up to 40 pounds, climb stairs and ladders, wrangle carts and bins
- Be consistently polite and friendly to the public and volunteers while being firm in enforcing policies and managing conflict
- Able to pass a basic background check (for supervising student volunteers)
- Able to work outside and protect self from sun, rain, dust, insects, etc.

Tasks the person will be performing or supervising include:

- Opening the facility (removing locks, putting up an awning, tables etc.)
- Keeping boxes, bags, and other supplies stocked and neatly stored
- Teaching the public and volunteers how to sort their donations
- Sorting as necessary
- Organizing and storing sorted donations
- Keeping records
- Keeping the donation area clean and tidy
- Storing all supplies and closing and locking the facility at shift end

Pay will start at \$14.00 an hour with room to grow.

Shifts are **every Saturday 9:30 am to 2:30 pm.**

Duties for additional hours could include:

- Posting on Facebook and other social media
- Scheduling and contacting volunteer groups
- Taking trash to the dump
- Creating and posting fliers and other marketing materials

To apply for this position, please choose one of the following methods. Be sure to include the best way to contact you.

- Send a cover letter and resume to info@ivcdo.org
- Create a short video explaining why you are the best candidate for the position and send to info@ivcdo.org
- Leave a voicemail detailing the reasons you would like to join the team by calling 541-592-4440
- Or another creative way to show us who you are and why you would be a great fit.

Contact us with any questions at 541-592-4440 or info@ivcdo.org