

Job Title: Distribution Center & Volunteer Coordinator

Organization: Midlands Orphan Relief

Location: Columbia, South Carolina

Position Type: Part-Time (9:00am-2:00pm)

Hours: 25 Hours/Week

Reports To: Executive Director (Charleston)

About Midlands Orphan Relief:

Midlands Orphan Relief is a nonprofit organization committed to helping children in need across South Carolina. We focus on providing emergency clothing and essentials to enhance the lives of vulnerable children. Our mission is to create a lasting impact on their lives while maintaining the highest standards of integrity, ethics, and community engagement.

Job Summary:

Midlands Orphan Relief is seeking a dedicated Distribution Center Coordinator to support the day-to-day operations of our distribution center. This role involves maintaining an organized, welcoming space, managing inventory, and tracking incoming and outgoing items. The coordinator will also lead tours for visitors and volunteers, helping share our mission and impact.

Key Responsibilities:

- **Volunteer Management**
 - Use Volgistics to schedule and manage volunteers and maintain clear communication with groups.
 - Train new volunteers on sorting donations and assembling care kits according to MOR standards.
 - Recruit, train, and supervise interns during fall and spring semesters.
 - Lead neighborhood captain recruitment and represent MOR's mission and values to potential leaders.
 - Welcome and engage volunteers, visitors, and potential donors with tours and insights about MOR.
- **Distribution Center:**
 - Maintain oversight of inventory and make informed logistical decisions related to storage, shelving space, and workflow prioritization.
 - Monitor office and distribution center supplies, procuring necessary items as required.
 - Assist in the packing of care kits as needed, ensuring their swift completion.
 - Extend a warm welcome to case workers and individuals responsible for collecting care kits.
- **Referral Management:**
 - Monitor the infoMOR@mokids.org inbox daily to process referral requests and respond to caseworkers.
 - Establish and maintain contact with case workers, following up on care kits that have been on the shelf for more than 72 hours.
 - Make necessary updates to the database when needed.
- **Collection Drives**
 - Coordinate with schools, churches, or other organizations to host a collection drive for Midlands Orphan Relief.
 - Contact local companies requesting in-kind donations when specific items are needed.

Qualifications:

- Exemplary organizational skills coupled with a keen attention to detail.
- Demonstrates strong communication skills, both verbal and written, along with the ability to effectively connect and collaborate with others.
- Capacity to handle multiple tasks simultaneously and prioritize them effectively.
- Knowledge of basic computer skills and applications.

Requirements:

- Read and comply with the Employee Handbook and all MOR policies.
- Adhere to the organization's dress code and maintain a professional appearance.

General Responsibilities:

- Fulfill additional duties and projects as assigned by the Director to support the organization's mission and goals.

Equal Opportunity Employer:

Lowcountry Orphan Relief/ Midlands Orphan Relief is an equal-opportunity employer committed to diversity and inclusion in the workplace. We encourage applications from all qualified individuals regardless of race, ethnicity, religion, gender, sexual orientation, age, disability, or any other protected status.