

Matthew House Windsor
Windsor Baptist Refugee Mission

Job title	<i>Furniture and Moves Coordinator</i>
Reports to	<i>Administration Manager</i>
Status:	Casual, part-time
Hours and Rate:	10 hours per month (flexible schedule), rate of pay to be negotiated

Position Summary:

Under the guidance of Matthew House's Administration Manager, the *Furniture and Moves Coordinator* will oversee the safe pick-up, movement, and storage of furniture and appliances and coordinate volunteers and equipment to facilitate refugee moves from shelter to permanent housing.

Key responsibilities: Scheduling, organizing and coordinating volunteers, furniture, and equipment.

Duties and Responsibilities

Coordination

- Schedule pick-ups of donated furniture and appliances
- Make arrangements for donors to deliver items to the warehouse
- Schedule/reserve equipment required for pick-ups and family moves
- Schedule volunteers as required for pick-ups and family moves
- Ensure volunteers are trained in and use safe moving practices
- Plan move team trips/routes
- Assess condition of furniture and appliances offered to Matthew House
- Maintain warehouse space in a safe and organized manner
- Test and identify damaged items to be taken to dump
- Regularly communicate with Shelter Coordinator to identify furniture and appliance needs of the shelter

Family Move Support

- Work with Shelter Coordinator to confirm move dates and items the family needs
- Meet families at warehouse to facilitate their selection of items
- Drive moving truck and move furniture as needed
- Assemble furniture as schedule permits

Due to the nature of our work, Matthew House emphasizes team work and the Settlement Support Worker may be required to provide assistance to other staff, volunteers, and donors from time to time, and as their own workload permits.

Other duties and special projects may be periodically assigned by Executive Director.

Preferred Qualifications

- Ability to speak a second language
- Experience working cross culturally and comfortable with diverse languages
- Ability to work in a supportive role to a number of people, to work independently and to take initiative on projects
- As condition of employment, must:
 - Provide a Vulnerable Sector Police Clearance
 - Complete an Oath of Confidentiality

Direct reports

- Volunteer movers

Approved by:	
Date approved:	05/12/22
Reviewed:	