



## Redwood Gospel Missions Industrial Field Agent

The Redwood Gospel Missions, in the grace and power of Jesus Christ, mobilizes our community to minister to the needy so that lives are transformed.

- Location(s):** 1821 Piner Road, Santa Rosa & 375 Southwest Blvd. Rohnert Park
- Ministry:** Industrial Ministries
- Time Commitment:** 40 hours per week
- Supervisor:** Procurement Manager
- Supervises:** Program Volunteers
- Position Summary:** Pickup donated items & return to industry warehouse. Interface with donors and program volunteers. Work with volunteers for unloading. Transport unneeded items to various locations.
- Qualifications:** Possess a valid California Driver's License, the ability to lift 60 lbs., and understand written & verbal instructions and local maps. Good customer service skills & discernment. Must be a team player.
- Duties & Responsibilities:**
- \*Pick up donated items from pre-arranged locations and return them to the Industry warehouse.
  - \*Assist with and direct volunteers in the unloading of daily pick-ups and sorting of items to be used for ministries or taken to the landfill.
  - \*Interface with donors & provide written receipts if requested.
  - \*Maintain excellent customer service relationships with donors.
  - \*Keep trucks gas fueled, perform preventative maintenance inspections, keep truck clean.
  - \*Be familiar with and follow all Industry policies & procedures.
  - \*Other duties as assigned by supervisor.