



**Driver / Furniture Mover**  
**Job Position Description**

<b>Job Title</b>	Driver / Furniture Mover	<b>Location</b>	Various, SUN region
<b>Employment Type</b>	Part-Time, Hourly	<b>Compensation</b>	\$20 / hour
<b>Hours Per Week</b>	5-10	<b>Benefits</b>	No
<b>Reports To</b>	Operations Director	<b>Schedule</b>	Flexible Upon Hire*

Summary: DIG Furniture Bank (DIG) seeks a reliable, flexible team member to assist with furniture deliveries and donation pickups. The Driver / Furniture Mover will work closely with the Operations Director and another Driver/Furniture Mover to carefully fulfill all client deliveries and donation pickups within the Snyder, Union, and Northumberland County region.

\*This is a part-time position with hours to be determined upon hire, based on organizational needs and candidate availability.

Essential Duties and Responsibilities:

- Carefully load and deliver furniture and household donations to clients, following all delivery notes and instructions with accuracy
- Immediate notification of any damage of furniture or property to supervisor, as well as communicating any such damage to clients as appropriate
- Pick up furniture and household donations from individual households, businesses, universities, etc.
- Keep in contact with the client/donor and DIG staff of any delays or discrepancies on deliveries or pick ups
- Greet each person with a smile and introduce both yourself and your delivery partner
- Use DIG's donation guidelines to inspect and decide on all donation pickups
- Occasional assistance with maintenance, cleaning, and safety checks on DIG vehicle
- Serve as a valuable member of the DIG team by providing feedback, brainstorming solutions, and working together to determine solutions
- Uphold DIG's core values and policies at all times, no exceptions

### Requirements:

- 20 years or older with a current driver's license and clean driving record (CDL license not required)
- Must have the ability to repetitively lift, pull, and push 50+ pounds, reach above head height, stand, walk, kneel, bend, and reach
- Must have excellent problem-solving skills and independent judgement while holding him or herself and staff accountable
- Demonstrated ability to safely operate DIG's 12' box truck independently and with a co-worker
- Ability to work a flexible daily schedule based on client/donor and DIG needs
- Ability to influence people in positive ways for mutual benefit
- Must be able to pass all background checks
- Must attend all required trainings provided by DIG
- Must be friendly, professional, respectful, and adaptable
- Must be able and willing to work with other volunteers and staff of different ages, abilities, backgrounds, etc.
- Must respect and maintain confidentiality of clients, volunteers, and donors
- Must practice exceptional care and professionalism, especially when delivering furniture to clients or picking up furniture from donors

### Physical Demands & Schedule:

Maintain mental and physical energy needed to perform essential job requirements. Must be available to work during hours of operation. Specific days and hours will vary depending on the weekly schedule. Occasional evening and/or weekend work may be requested.

### Workplace Culture:

- Cultivate a friendly and collaborative environment
- Offer a flexible work schedule
- Uphold and demonstrate DIG's core values at all times
- Encourage healthy work/life balance
- Prioritize inclusion and prosperity of team members
- Value varied life experiences

### Compensation & Benefits:

Pay is \$20 per hour, maximum 10 hours per week. Benefits are not currently included for this position.

### To Apply:

Please complete our online application at [digfb.org/our-team](http://digfb.org/our-team)