



Volunteer Position Description: HERO Truck Driver
Reports to: Operation Director & Warehouse Coordinator

NATURE AND SCOPE

HERO functions as a clearinghouse for healthcare materials to patients and healthcare providers in need, and as a resource to regional healthcare facilities in the effective management of these materials.

POSITION OBJECTIVES AND PURPOSE

All volunteers complete a variety of multi-level tasks as assigned on a continuous and project-oriented basis.

ESSENTIAL FUNCTIONS

- Must have clean driving record, valid license and insurance
- Individuals with delivery, truck driver, and customer service skills preferred
- Pick-up and delivery of local donations of healthcare equipment and supplies
- Loading and unloading truck
- Ability to lift minimum of 50lbs
- Coordinate pick-up schedules with donors and warehouse coordinator
- Maintain positive customer relations during transactions with donors

OTHER RESPONSIBILITIES

- Promote HERO, motivate, and influence others on the positive attributes of HERO
- Establish and maintain effective working relationships with others and work well on a small team
- Demonstrate flexibility to perform duties wherever volume deems it necessary within the organization

WORKING CONDITIONS AND ENVIRONMENT

The position has good working conditions in a warehouse environment, but may require sustained mental effort related to public contacts during the coordination of pick-ups and deliveries. The individual may encounter moderate emotional strain or tension. There can be sustained exposure to public contact and sitting in a vehicle.

Safety equipment for moving large, awkward and heavy supplies is provided at the HERO warehouse. Using good body mechanics and safety equipment is encouraged when lifting and transporting any HERO supplies. No volunteer should strain to lift supplies or to carry large boxes instead of using the pull carts provided. Good body mechanics are essential for daily tasks.