



POSITION TITLE: RESOURCES DELIVERY SPECIALIST

Part-time, Hourly, 18 hrs. a week

Background check before hire

Subordinates: Delivery volunteers

BRIDGEHAVEN OVERVIEW

Bridgehaven's mission is to empower choices for life through Christ-centered education and support. This mission is pursued by offering abortion alternatives through the following free and confidential services:

- Pregnancy tests & Ultrasounds
- Client advocacy & options discussion
- Limited STI Testing
- Take Heart Program: Pregnancy Loss & Miscarriage Care
- Earn While You Learn program for parents, including:
 - Weekly life skills classes
 - Material assistance (food, clothing, household items, diapers, wipes, and formula)
- Relational and sexual health education for middle, high school, and college students
- Abortion recovery mentoring, classes, and Take Courage Retreats.

GENERAL STATEMENT OF DUTIES

The Delivery Specialist must enjoy serving people in a busy environment. Bridgehaven is looking for a team player responsible for ensuring the timely and consistent delivery of goods to the center. Duties include working with volunteers and other organizations, loading & unloading trucks, and providing exceptional customer service wherever you go. Additionally, this role requires performing basic maintenance and facility upkeep.

EXAMPLES OF ESSENTIAL WORK

Resources Management

- Load and transport weekly donations to Bridgehaven, HACAP, and other charitable organizations
- Must follow traffic laws and correctly route themselves, ensuring that there is enough gas in the tank at all times for their destination
- Act as a representative with all donation partners, HACAP Food Reservoir, and other businesses and agencies, showing them love, hospitality, and kindness
- Assist with weighing and documentation of HACAP Food Donations
- Coordinate with other delivery volunteers to complete work
- Manage and coordinate, via Bridgehaven's volunteer database, the volunteer delivery driver schedule

Facility Maintenance:

- Replace center light bulbs
- Minor bathroom repairs

Adopted: January 2018
Revised: December 2024

- Sweep sidewalks as necessary
- Apply ice melt to sidewalks and shovel snow when necessary
- Manage garbage collection for the center
- Complete minor maintenance projects as necessary (indoor & outdoor)

REQUIRED KNOWLEDGE & ABILITIES

- Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord
- Exhibit strong commitment and dedication to the pro-life position and the biblical standard of sexual integrity
- Experience with general repairs
- Exhibit skills in interpersonal communication, management, and teaching
- Be able to provide spiritual leadership, discipleship, and support to the volunteers
- Be a self-starter; able to carry out responsibilities with little direction
- Have the maturity to respect and keep information confidential
- Be friendly and respect the dignity of all persons

ACCEPTABLE EXPERIENCE & TRAINING

- Experience in mentoring, discipleship, Christian ministry, or a related field
- Have experience as a volunteer in some ministry capacity

REQUIRED SPECIAL QUALIFICATIONS

- Agree with and be willing to uphold the Commitment of Care and Competence, Statement of Faith, and the policies of Bridgehaven
- Must have a valid driver's license
- Must have a clean driving record with no moving violations
- Proficient at driving and parking larger vehicles
- Must submit to an annual driver screening
- Physically fit and strong, able to lift 25 pounds comfortably