



Diaper Bank Coordinator Job Description

Job Title: Diaper Bank Coordinator

Status: Part-time, exempt
Schedule: 10 hours/week (flexible)
Supervisor: Diaper Bank Manager
Wage: \$20.00/hour

Overview:

The United Way St. Croix & Red Cedar Valleys (UW Valleys) Diaper Bank will support the mission and work of United Way and the Diaper Bank providing access to basic needs for families with young children.

Key Responsibilities:

UWV Diaper Bank Management (90%)

- Assist with registration and coordination of access for diaper bank customers.
- Transport goods from the UW Valleys warehouse to local Dunn County distribution sites weekly or as needed.
- Provide further resource referral services as needed and in collaboration with 211.
- Collect diaper bank data monthly and report to UW Valleys Diaper Bank Manager.
- Assist with community outreach efforts by visiting partner agencies, attending community meetings and events.

Community Outreach and Event Planning

- Assist with outreach by representing UW Valleys at various tabling opportunities.
- Assist with the coordination of diaper drive efforts, including distribution of collections bins and marketing materials and collection of diaper donations.

Working Environment

Service area will be primarily focused in Dunn County with occasional responsibilities in Pierce and Pepin Counties. Local travel will be done using the employee's vehicle; travel expenses will be reimbursed. Daily work may include desk time for meetings and documentation and delivery of cases of diapers and stocking of shelves at local diaper pantry partner locations.

Location and Time Requirements

Hours as determined by applicant and supervisor will typically fall between 8:00 am – 4:30 pm Monday – Friday with some evening and weekend events.

Candidates must have access to a dependable vehicle. Mileage reimbursement will be provided for work-related travel, in accordance with the IRS standard mileage rate.

To apply, please send your cover letter and resume to Betsy Byker at betsy.byker@uwvalleys.org. If you have any questions or need more information, feel free to reach out to Betsy directly.

United Way St. Croix and Red Cedar Valleys is an equal-opportunity employer that evaluates applicants without regard to race, color, religion, creed, disability, veteran status, or other legally protected characteristics.