



## Warehouse Operations Manager

### Full-Time, Hourly Position

Christ In Youth  
2201 N. Main St.  
Joplin, MO 64801  
417.781.2273

**Purpose:** This role will oversee daily operations of the CIY warehouse building.

**Missional Alignment:** Call youth to Christ and into a life of Kingdom Work through the local church by facilitating key production functions that are critical to efficient event execution.

**Reports to:** Production Operations Team Lead

#### **Primary Responsibilities**

1. **Oversee Daily Operations:** Direct and manage all end-to-end warehouse processes, including receiving, pulling, returning, storage, packing, staging, and shipping of gear, programming, and merch.
2. **Workflow Optimization:** Continuously evaluate warehouse flow and layout to identify bottlenecks and implement strategies for increased efficiency, reduced transit times, and maximized storage capacity.
3. **Inventory Accuracy:** Maintain inventory accuracy through scheduled counts, regular audits, and swift reconciliation of discrepancies.
4. **Team Leadership & Development:** Onboard, train, and supervise a team of warehouse staff, while leading, coaching, and developing them through warehouse tasks.
5. **Communication & Scheduling:** Track key deadlines and keep all parties updated.

#### **Qualifications**

1. Must be committed to Jesus Christ and the mission of Christ In Youth.
2. Must be a self-motivated hard worker who works well while collaborating under pressure.
3. Must demonstrate excellent organizational and time management skills and be able to handle multiple projects at once.
4. Must exhibit strong attention to detail and logistical coordination
5. Ability to adapt quickly to change.
6. Must be teachable and open-minded toward new ideas.
7. Must embrace creative criticism and address conflicting ideas.

#### **Time**

1. 40 hours/week, Joplin-based.
2. Seasonal peaks in hours worked.
3. Standard office hours of 8-5 are expected.
4. (1 hour lunch break)

#### **Benefits:**

As outlined in the Policy Manual and Contract.

#### **Cultural Expectations**

At CIY, we uphold the following attitudes under the banner of Servant Leadership Theory. These attitudes are our guiding principles, and we are passionate about living them out in our work.

1. **Live by the Spirit** - Galatians 5:22-26; Philippians 2:1-5; 1 Corinthians 2:3-5
2. **See the Imago Dei** - Genesis 1:26-27; Romans 8:29; Ephesians 4:22-24
3. **Own our Outcomes** - Colossians 3:23-24; Galatians 6:4-5; 1 Thessalonians 4:11-12; Ephesians 4:2-
4. **Collaborate with Purpose** - Ecclesiastes 4:9-10; 1 Corinthians 12:14-21; Romans 12:4-5; Proverbs 15:2
5. **Play it Forward** - Proverbs 17:22; Ecclesiastes 3:12-13; Psalm 126:2; Romans 12:11; Philippians 4:4

These five attitudes are our foundational values, and we are committed to upholding them in all that we do. At CIY, we are proud to work in an organization that embodies these attitudes, and we invite all our staff to sign this document and join us in this pursuit of excellence.

#### **APPLY:**

To apply, please email a resume to [ciyhr@ciy.com](mailto:ciyhr@ciy.com)