



Mountain Post Santa's Workshop

1st Vice President/ Inventory

Position Description

DESCRIPTION OF DUTIES:

*This is a bonded position!

- 1st Vice President is responsible for all inventories including toy-building inventories. (Article 1 Section 2 Bylaws)

Throughout The Year:

- Inputting all items accepted or purchased by MPSW into the computer system in a timely manner.
- Work hand in hand with the toy buyer to purchase toys lacking in major age categories.
- Evaluating and giving value to all toy donations and tracking donations via log in. Donations are accepted year-round! Busiest donation time is from October-December.
- Working with Treasurer to provide receipts to those who have asked for a value of their toy donation.
- Help plan and attend all toy rucks.
- Organize workshop inventory as necessary.
- Plan when Inventory and Inventory Assistant/Purchasing Manager will be in to work on inventory.
- Communicate with Purchasing Manager or President as to what is needed.
- Re-inventory of any leftover toys after shopping week. This should happen January-February.
- Provide updated wish lists to organizations when asked. Update wish lists periodically.

Shopping Week & Right Before:

- Plan how to spread out inventory during shopping week so each shopper has the same experience quality wise.
- Stocking and re-stocking of inventory throughout the days and week.
- Providing a total value for in kind donations to the Treasurer at the end of shopping.
- Restock shelves fully for next day at the end of each shopping day.
- Check inventory reports daily and communicate shortages.
- Approve children who need to be moved to a different age category if possible.
- Shall assume the role of President in his/her absence.
- Provide a report of all activities within his/her scope of responsibility.

- **Reports:**
 1. Inventory totals to be done at least once per month from January-September then about twice a month from October on.
 2. Current inventory vs. last year's numbers.
 3. Provide applications with a total number of children we can accept per age group and by gender.
 4. Closer to shopping week compare inventory numbers with total number of shoppers in each age group.
 5. Total number of toys given out after shopping week.

Throughout The Year:

- Attends all Board Meetings.
- Attends and supports all activities, events, and fundraisers as often as possible.
- Attends all of shopping week from start to finish.
- Tracks and submits own volunteer hours on Army Family Web Portal.
- Keep and organize continuity binder for inventory.
- Keep and organize Donation Binder/Inventory Binder.
- Supports the philosophies and guidelines of the organization.

Time Commitment:

- Approximately 40 hours per month but this can vary greatly depending on donation volume and events. From October-December expect 75+ hours. You can expect January and February to be the slowest months logging 10-20 hours per month. * This will vary greatly due to a change in inventory procedures.*

Length of Commitment:

- Board Year running 1 April-31 March.
- New inventory chair is trained if former chair is stepping down.

Work Location:

- Physical location of Mountain Post Santa's Workshop Fort Carson.
- Various locations for donation pick up and fundraisers.
- Locations for meeting and/or planning events.

Uniform:

The 1st Vice President will be provided and maintain a MPSW logo polo to be worn when necessary.