



Mountain Post Santa's Workshop

1st VICE PRESIDENT / INVENTORY

Position Description

DESCRIPTION OF DUTIES:

* This is a bonded position! (per Article 1 Section 2 of the Bylaws)*

- 1st Vice President is responsible for all inventories including toy and building inventories. (Art 1 Sec 2 Bylaws)
- **Through-out 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 valuation to all toy donations, and tracking donations via log. 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 toy rucks.
- Run reports as necessary
- 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.
- Reinventory of any leftover toys after shopping week. This should happen around January/February.
- Provide updated wishlists to organizations when asked. Update wishlists periodically.
- **Shopping week and 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 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 day
 - Check inventory reports daily and communicate shortages.
 - Approve children who need 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:**

- Inventory totals to be done at least once per month from January-September then about twice a month from October on.
 - Current inventory vs last years numbers.
 - Provide applications with a total number of children we can accept per age group and by gender.
 - Closer to shopping week compare inventory numbers with total number of shoppers in each age group.
 - Total number of toys given out after shopping week.
- Attends all Board Meetings with report(s) ready.
 - 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 VMIS.
 - 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-November expect 100+ hours. You can expect for January and February to be the slowest months logging 10-20 hours per month. *This will vary greatly due a change in inventory procedures*

LENGTH OF COMMITMENT:

- Board Year running 1 April- new inventory chair is trained if the former chair is stepping down.

WORK LOCATION:

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