



Mountain Post Santa's Workshop

Inventory Assistant

Position Description

DESCRIPTION OF DUTIES:

* This is a bonded position! *

- Inventory Assistant is responsible for assisting 2nd VP/Inventory with all areas of inventory.
- **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 value 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 all toy rucks.
 - Organize workshop inventory as necessary.
 - Plan when inventory and co-chair will be in to work on inventory.
 - Communicate with toy buyer/president as to what is needed.
 - Re-inventory of any leftover toys after shopping week. This should happen around January/February.
 - Provide updated wish lists to organizations when asked. Update wish lists periodically.
- **Shopping week**
 - 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

Through Out 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 VMIS.
- 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.

LENGTH OF COMMITMENT:

- ☐ Board Year running 1 April- 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 fund-raisers.
- ☐ Locations for meetings and/or planning events.