



# ***Mountain Post Santa's Workshop***

## ***2<sup>nd</sup> VICE PRESIDENT ASSISTANT***

### ***inventory***

### ***Position Description***

#### **DESCRIPTION OF DUTIES:**

- Shall assist 2<sup>nd</sup> Vice President in their responsibilities for all inventories.
  - Inputting all items accepted or purchased by MPSW into the computer system
  - Stocking and re-stocking of inventory during shopping week.
  - Evaluating all toy donations, and logging them.
  - Keep a running (monthly or so) report of inventory to determine what is needed during shopping week, and changes in inventory.
- Shall assume the role of 2<sup>nd</sup> Vice President in his/her absence.
- Provide a report of all activities within his/her scope of responsibility.
- Attends all Board Meetings.
- Attends and supports all activities, events and fundraisers.
- Tracks and submits own volunteer hours on VMIS.
- Supports the philosophies and guidelines of the organization.

#### **TIME COMMITMENT:**

- Approximately 25 hours per month from January-July, and from July-December approximately 15 hours a week.
- Monthly hours will vary depending upon activities and donations.
- The busiest months are October-December.

#### **LENGTH OF COMMITMENT:**

- Board Year running 1 April-31 March

#### **WORK LOCATION:**

- Mountain Post Santa's Workshop, building 1045 Wallace Street Fort Carson
- Various locations for donation pick up and fund-raisers.