



Job Description

Title: Inventory Control, Donations, Volunteer Manager

Position: Part-time, non-exempt

Reports to: Chief Staff & Enrichment Officer

Work Schedule: Monday – Friday, 8am-4pm

Salary Range: \$35/ hour

Job Summary:

The Inventory Control, Donations & Volunteer Manager oversees the organization's inventory, supplies, donations, volunteer support and related facility operations across the Main Club and all school sites. This position is responsible for ensuring snacks, supplies, equipment and donations are properly ordered, tracked, stored, inventoried, distributed and maintained within established budgets.

As this operational role, the Manager provides oversight and direction to the facilities coordinator and works closely with the Chief Staff and Enrichment Officer to ensure facilities, grounds, equipment, storage areas and organizational resources are maintained safely and efficiently. The Manager establishes priorities, delegates assignments, monitors completion of work, identifies operational needs and coordinates staff, volunteers, vendors and outside partners as appropriate.

Responsibilities:

- Oversee the ordering and maintenance of snacks, school supplies and operational supplies for all school sites and Main Club
- Maintain accurate inventory records, including product quantities, locations, distribution and values
- Establish processes for receiving, storing, tracking and distributing supplies and donations
- Log incoming shipments and track the distribution of items across sites
- Prepare and maintain inventory records, administrative reports and related documentation
- Coordinate weekly distribution and delivery of supplies directly to school sites
- Manage individual site budgets for snacks and school supplies, ensuring purchases remain within established monthly budgets working closely with finance department
- Develop and manage a streamlined supply order request process in which site and unit directors submit requests for needed items for review and approval. Once approved, coordinate the fulfillment of orders and ensure supplies are delivered to the appropriate site in a timely manner.
- Review and forecast supply needs, damaged items and replacement requests and approve or recommend purchases as appropriate
- Ensure storage units and storage areas at all sites remain organized, safe, efficient and properly stocked.
- Oversee the ordering, maintenance and proper placement of banners and signage at Club sites

Donations & Volunteer Management

- Oversee the receipt, processing, storage, distribution and tracking of donated goods
- Coordinate timely pickup and delivery of food donations from OG, McDonalds, Love Catering, etc., supplies, equipment and large donations



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- Ensure food donations are distributed weekly as to minimize any waste
- Ensure refrigerators and freezers are monitored and expired or unusable food is removed
- Coordinate and provide director to Tierra del Sol and other volunteer groups to help assist in unpacking, donation processing, inventory organization and related projects weekly
- Assign appropriate projects and responsibilities to volunteers based on organizational needs
- Ensure donated goods are properly utilized and distributed to maximize their benefit to Club programs and families (Target, Old Navy, Dove, etc.)

Facilities & Operational Oversight:

- Establish daily and weekly priorities and delegate assignments to appropriate staff
- Monitor assigned work and ensure projects and responsibilities are completed accurately and on time
- Provide guidance and support to staff and volunteers responsible for inventory, donations, deliveries, and other activities
- Coordinate with school site and Main Club staff to identify supply, inventory donation and other needs
- Maintain clear communication with the Chief Staff & Enrichment Officer regarding priorities, concerns, expenditures and completed projects

Skills & Abilities:

- Strong leadership, delegation and organizational skills
- Ability to supervise, prioritize and monitor the work of staff and volunteers
- Strong inventory management, purchasing and record-keeping skills
- Ability to manage multiple site budgets and monitor expenditure
- Ability to establish efficient systems for ordering, receiving, storing, tracking and distributing supplies and snacks
- Strong problem solving and decision-making abilities
- Strong verbal and written communication skills
- Ability to collaborate effectively with leadership, staff, school sites, vendors, volunteers and community partners
- Strong attention to detail and commitment to accurate records and follow-through
- Self-Starter with the ability to anticipate organizational needs, establish priorities and take appropriate action
- Ability to manage multiple projects, locations, deadlines, and operational priorities simultaneously
- Travel between Main Clu, Club owned-sites, schools and other locations

Education/Experience:

- High school diploma, college courses preferred.
- Minimum of 2 years of responsible experience in building/facility maintenance.
- General and basic knowledge of performing electrical, plumbing, and painting maintenance.
- Knowledge of developing, monitoring and controlling facility management budget.
- Valid California Driver's license



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Physical Requirements:

- Ability to remain in a stationary position and move about the office occasionally.
- Ability to frequently stand, walk, stoop, sit, crouch, bend, speak, and hear.
- Ability to engage in physical activity when needed.
- Ability to lift, carry, pull, or otherwise move objects up to 50 pounds.
- Ability to operate heavy maintenance machinery.

Disclaimer:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Employee Signature

Date