



Inventory Team Volunteer

Location: Project Light Safe House

Reports To: Inventory Coordinator/Volunteer Coordinator

Frequency: Flexible; based on availability and need

Duration: Volunteers are requested to commit to a minimum of one year and maintain consistent communication with the Resident Coordinator regarding availability.

Position Overview

As an Inventory Team Volunteer you will play a crucial role in ensuring that the shelter home is well-stocked with essential items. This position involves monitoring and restocking inventory across various categories to support the daily operations of the shelter home.

Responsibilities

Inventory Monitoring:

- Regularly check inventory levels of clothing, household and office supplies to ensure adequate stock is available for survivors and staff.

Restocking Supplies:

- Restock items in designated areas as needed, ensuring that all supplies are organized and easily accessible.
- Assist in organizing donation areas and sorting through incoming donations to identify items suitable for distribution.

Donation Management:

- Collaborate with staff to manage incoming donations, including sorting, cleaning, and categorizing items for use or distribution.
- Communicate with the Residential Coordinator regarding excess inventory or specific needs for replenishment.

Safety and Hygiene:

- Ensure that all inventory areas are clean and well-organized, adhering to safety and hygiene protocols.
- Safely handle supplies and donations, using appropriate techniques for lifting and organizing items.

Collaboration and Communication:

- Work collaboratively with other volunteers and staff to ensure efficient inventory management and support the overall operations of the shelter home.
- Communicate effectively with the Resident Coordinator regarding any inventory needs.

Training and Orientation

- Attend mandatory volunteer orientation and any additional training related to inventory management and trauma-informed care.
- Stay informed about Project Light's mission, policies, and services.

Qualifications

- Basic organizational skills and attention to detail.
- Ability to lift and move boxes and supplies safely.
- Strong interpersonal skills, communicating kindly and respectfully.
- A commitment to maintaining confidentiality and respecting the privacy of survivors.
- Previous experience in inventory management or volunteer work is a plus but not required.

Benefits

- Opportunity to make a meaningful difference in the lives of survivors of trafficking.
- Gain valuable experience in inventory management and community service.
- Access to training and resources related to trauma-informed care and support.
- You will contribute significantly to the smooth operation of Project Light, ensuring that survivors and staff have the necessary supplies to thrive in a supportive environment.