



Position Title: Inventory Specialist

Mission of Organization: Provide safety, space to heal, advocacy, and empowerment for women, children, and all survivors of domestic violence.

Position Overview: To assist in the efficiency of our operations by helping process donations and stocking our inventory. You'll allow advocacy staff to spend more facetime with survivors and help identify what items are a priority for future solicitations.

Key Responsibilities: Unpacking and processing new inventory and donations, stocking and organizing storage shelves and advocacy spaces, recycling inventory boxes. Helping keep inventory on what supplies need reordering and what items clients are needing more frequently.

Impact of the assignment: You will be a part of a system to make sure that we are utilizing our donations and providing clients with the items they may need during their stay. By doing this you will help with the order of the Shelter or Resource Center so we can better serve our clients.

Time commitment: 2 hours/week

Qualifications:

- An understanding of the dynamics of domestic violence.
- Strong organizational and tidying skills
- Attention to detail

After onboarding as a volunteer, you:

- Will need to complete and pass a DHS background check

Training: Volunteers in this position will go through Safe Haven's basic Domestic Violence 101 Training. Volunteers will then shadow current staff and volunteers to learn the basic tasks of the position.

Benefits to volunteer: This is an opportunity where you can make a difference. You will get to be a large part of the "behind the scenes" at Safe Haven to provide clients with the items they need to be at home while in the Shelter or at the Resource Center.

Work Location: Safe Haven Shelter or Resource Center

Supervisor:

Jaci Christiansen, Community Engagement Coordinator
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