



Volunteer Position Description

Title: Inventory Volunteer

Number of Volunteers Needed to Fill This Role: 3-6*

Goal of Position:

To help collect, organize, and keep inventory of goods donated to Refugee Services at LSS.

Sample Activities:

- Organize and execute pickup of donated items, as directed by the LSS staff.
- Assist donation room volunteers in sorting through and organizing donations.
- Help take regular inventory of what is in the LSS storage unit(s).
- Assist in identifying donation needs.
- Maintain open channels of communication with LSS volunteer contact regarding items that should be added or removed from donation wish list.

Scheduling:

Flexible scheduling.

Worksite:

Varies, depending on assigned activities. Information for each location will be provided to the volunteer along with the telephone numbers and appropriate contacts. Most donations are stored at or near our main offices in Minneapolis and St. Cloud.

Qualifications:

Reliable, motivated, self-starting, and creative. Computer literate, strong communication skills, and comfortable on the phone. Must be able to take inventory and analyze needs for our programs. A personal vehicle a plus, but not necessary for all tasks. Interest in helping families and refugees settle into their new homes. An application, brief interview, and background check is required.

Contact:

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** Individuals or community groups are invited to apply.*