

Volunteer Job Description

Title: Resource/Periodical Management
Report to: Office Manager/ED
Trained by: Office Manager/ED
Shift: 2-3 hours weekly
Schedule: Flexible – While Center is Open
Minimum Commitment: 3 months

Job Summary: Keep resource materials and periodicals organized and stocked. Research new free periodicals, resource materials, and safe-sex supplies

Duties and Responsibilities

- Inventory all current resources and periodicals (including bleach, condoms, and dental dams)
- Research additional free publications in English and Spanish
- Create inventory list with reorder contact information
- Check supplies against inventory list
- Reorder all free items
- Dust bookshelf
- Rearrange/organize materials

Knowledge, Skills, Equipment and Abilities

- Organized
- Internet search experience
- Good phone skills
- Able to communicate well with all levels of the organization
- Positive attitude and good work ethic.
- Ability to establish priorities, work independently, and proceed with objectives without supervision.