

POSITION

JOB TITLE:	Silver Sage Trading Inventory Volunteer	DIRECT SUPPORTS:	Store Manager, Store Lead(s)
DEPARTMENT:	Silver Sage Trading	DIRECTLY SUPPORTS:	N/A

VOLUNTEER JOB SUMMARY

Silver Sage Trading Inventory Volunteers have the opportunity to get a behind-the-scenes look at store operations and work closely with store staff to process new and incoming merchandise. Inventory Volunteers work closely with the Store Lead and other staff to open new boxes (it’s like opening a new present every day!), accurately price and label the items, and keep the stockroom organized. This opportunity would be a good fit for someone who is detail-oriented and enjoys methodical work.

ESSENTIAL FUNCTIONS (in order of priority with the percentage of time spent on each)

50%	<p>Pricing and Labeling</p> <ul style="list-style-type: none"> • <i>With strong attention to detail and a methodical working style, assist staff with pricing and labeling new inventory as it arrives. Accurate pricing and labelling is absolutely essential to how the store functions. This can be a lot of fun when exciting new product comes in!</i> • <i>This task involves working with the Retail Inventory Lead and inventory team to accurately price and label new items, including checking for accuracy, communicating with teammates, learning the organization system and terms used, and working independently.</i> • <i>Fine motor skills and very strong attention to detail are required for this task – each item is individually priced or labeled, and it must be accurate!</i>
20%	<p>Organizing and Cleaning</p> <ul style="list-style-type: none"> • <i>Put new inventory away in its proper home, following the established organization structure in the stockroom and other storage areas.</i> • <i>This task involves working with the Retail Inventory Lead and inventory team to learn where inventory items are in the stockroom and how they’re organized, and to use your best judgement to maintain the same high standard of organization.</i> • <i>This task also involves cleaning, including sweeping, dusting, breaking down boxes, and taking out the recycling bin.</i> • <i>Frequent movement, often while carrying products, is required for this task.</i>
20%	<p>Display Development and Product Placement</p> <ul style="list-style-type: none"> • <i>If time permits, assist the Retail Experience Lead and restocking team with display development and product placement in the store. This can be a fun and engaging creative outlet!</i> • <i>This task involves working with the Retail Experience Lead and restocking team to learn where items are placed in the store and how displays are created to highlight products.</i> • <i>This task may also involve cleaning, including sweeping, dusting, and moving items back to their proper home in the store.</i>

	<ul style="list-style-type: none"> Frequent movement up and down stairs, often while carrying products, is required for this task.
10%	Additional Duties <ul style="list-style-type: none"> Perform other tasks and duties as needed and/or assigned by the Store Manager to help abide by the Museum's values, drive our vision, and fulfill our mission. Contribute to and support the Museum's DEAI initiatives. Contribute to and support the Museum's AZA Accreditation. Assist with Museum events - Free Days, High Desert Rendezvous fundraising gala, etc., as needed. Other duties as assigned.

QUALIFICATIONS

EDUCATION/ CERTIFICATIONS	<ul style="list-style-type: none"> Required – High School diploma or GED in progress. Preferred – N/A
EXPERIENCE	<ul style="list-style-type: none"> Required – N/A Preferred – N/A
SKILLS/ ABILITIES	<ul style="list-style-type: none"> Strong attention to detail and a methodical working style. Strong communication and collaboration skills. Ability to sit, stand, and move for extended periods of time. Ability to lift and carry up to 40 pounds. Ability to use fine motor skills for extended periods of time.
PHYSICAL ELEMENTS	This position is indoors, but may require moving up and down stairs, sitting or standing for long periods of time, lifting and/or carrying up to 40 pounds, extended use of fine motor skills, and elevated noise and crowding levels.
EQUIPMENT USE	N/A

ACKNOWLEDGMENT

I acknowledge that I have read and understand the above volunteer job description in its entirety and am capable of performing all of the stated requirements.

Employee Name

Signature

Date