

# VOLUNTEER JOB DESCRIPTION

# HIGH DESERT MUSEUM

## 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 with store staff to process new and incoming merchandise. Inventory Volunteers work closely with the Retail Inventory Lead and other staff to open shipments, 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. Ideally, Inventory Volunteers are able to commit to at least two hours, once per week, to assist with inventory processing.

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

75%	<b>Inventory Pricing</b> <ul style="list-style-type: none"><li>• Assist staff with pricing and labelling new inventory in accordance with the store's refresh schedule.</li><li>• Use fine motor skills and high attention to detail to ensure each item is priced accurately.</li><li>• Learn and maintain the store's organization and processing procedures.</li><li>• Relabel storage bins as needed to maintain organization.</li></ul>
10%	<b>Organizing and Cleaning</b> <ul style="list-style-type: none"><li>• Put new inventory away following the established organization structure in the stockroom and other storage areas.</li><li>• Perform basic cleaning tasks, including sweeping, dusting, breaking down boxes, and taking out the trash and recycling bins.</li><li>• Frequent movement, often while carrying products, is required for this task.</li></ul>
10%	<b>Display Development and Product Placement</b> <ul style="list-style-type: none"><li>• If time permits, assist the Retail Experience Lead and restocking team with display development and product placement in the store.</li><li>• Perform basic cleaning tasks, including sweeping, dusting, and moving items back to the correct display location.</li><li>• Frequent movement up and down stairs, often while carrying products, is required for this task.</li></ul>
5%	<b>Additional Duties</b> <ul style="list-style-type: none"><li>• Assist with the store's biannual inventory counts.</li></ul>

## QUALIFICATIONS

### EDUCATION/ CERTIFICATIONS

- Required – High School diploma or GED in progress.
- Preferred – N/A

### EXPERIENCE

- Required – N/A
- Preferred – N/A

### SKILLS/ ABILITIES

- 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 repetitive 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, extended repetitive movements, and elevated noise / crowding levels.

### EQUIPMENT USE

- Basic pricing equipment use (e.g. label maker).

## 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.*

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date