



**KENDALL COUNTY
WOMEN'S SHELTER**
A Safe Place

SHELTER

VOLUNTEER SHELTER INVENTORY MANAGER

Volunteering Location

Shelter

Required Training

Kendall County Women's Shelter Orientation

Shelter Tour

Preferred Qualifications

A general love for organizing, order and labeling.

Role Description

Inventory is kept on hand at the shelter in our 2,800 sq.ft attic for our client's immediate needs. This inventory requires constant upkeep so that it is ready for staff to utilize for clients. Inventory Managers are charged with the weekly task of organizing inventory, labeling and sorting new donations. Items include anything you might find in a household, from clothing, food, toiletries, toys and household goods. Inventory managers need to possess the ability to work in a space that is only partially climate controlled.

