



VOLUNTEER POSITION DESCRIPTION

TITLE	Inventory Analyst
PURPOSE	To improve the quality of life of individuals with disabilities by aiding in organizing Sports 4 All's equipment endowment program.
LOCATION	5827 Charlotte Pike, Nashville, TN
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Organize and clean equipment • Retrieve, separate, & count corks (for Corks 4 Charity) • Take pictures of donated equipment for Website • Build databases for equipment donations • Work with our Marketing/Equipment Coordinator to assist with E-commerce
REPORTS TO:	Janey Smith (Marketing/Equipment Coordinator)
LENGTH OF APOINTMENT	No length requirement required
TIME COMMITMENT	Minimum of 2 hours
QUALIFICATIONS	<ul style="list-style-type: none"> • Willingness to take initiative and work independently under supervision • Accountable individual with strong work ethic
SUPPORT PROVIDED	Computer and camera for in office use, cleaning supplies for in office use, containers for retrieval of corks
BENEFITS	Stress-free volunteer hours; resume builder; fun, friendly work environment; opportunity to see how a non-profit is run

"Volunteers don't get paid, not because they're worthless, but because they're priceless"