

SUPPLIES MANAGER

Number of positions: 1

Job Description:

Perfect if you're a regular at the Park! The Supplies Manager arranges for the purchase of expendable supplies and equipment, and purchase, assembly, and repair of toys. The Supplies Manager responds to park members' suggestions and comments relating to toys and supplies. The Supplies Manager checks toys to ensure they are safe and in good repair, and keeps track of recalls that affect CIP Toy Inventory. The Supplies Manager attends all Board and site membership meetings.

Responsibilities before the park opens:

Meet with the previous Supplies Manager to determine any new toys and/or any updates needed. Visit the park and make sure all toys have a bin, all bins are labeled & have updated pictures. Update labels & pictures as needed. Organize cupboards and make any changes to toy storage as needed. Update pictures upstairs by riding toys. Ensure toys and other supplies are set up at the park so the park is ready for the coming season.

Help with move-in, keep keys for storage unit.

Responsibilities at registration:

Help where needed.

Responsibilities during the year:

Respond to CIP members' questions, comments, and concerns regarding toys and supplies. Maintain supplies for the Park, such as paper towels, soap, etc. Purchase toys (upon approval from the Board) and supplies as needed, and submit receipts to the Treasurer for reimbursement. Coordinate with the Treasurer to adhere to the supplies and toys budget.

Attend Board and Site meetings throughout the year. Meetings are monthly, and last 1-1.5 hours. Day and time may change from month to month depending on everyone's schedule.

Responsibilities at the end of the year:

Bring discussion to the board about new toys or supplies needs. Assemble a list of purchases. Order new toys.

Coordinate moving toys out of the park as needed.