

East Bay Meditation Center  
"A Diverse Community Sharing Wisdom Teachings and Social Engagement"

## **Volunteer Position Description**

### **Position Title: Supplies Manager**

Updated: June 24, 2008

**Position Overview & Purpose:** The Supplies Manager's role is to keep the Center's supplies stocked and organized.

**Desired Skills/Experience/Qualifications:**

- Experience with, or ability to learn managing simple inventory systems.
- Attention to detail
- Highly organized
- SAM's Club or Costco member
- Access to a vehicle
- Comfortable with receiving feedback, and following directions
- Comfortable working alone

**Tasks:**

- Organize Center supply closet, and label shelves.
- Create a inventory list of Center supplies with a desired "stocking level" for each item.
- Weekly: Conduct an inventory of Center supplies
- Weekly: Purchase supplies from EBMC approved stores to restore supply stocking levels.
- Weekly: Make copies of store receipts (next door to EBMC), and put a copy of receipts in the safe in the office to submit them for reimbursement.

**Estimated Time Commitment:** 2-3 hours every two weeks.

**Work Schedule & Arrangements:** Flexible. Weekly work schedule to be arranged in consultation with the EBMC contact person. Preferably the same day each week.

**Work Location:** EBMC (2147 Broadway, Oakland) and various stores.

**Training Available/Provided:** An Operations Committee member will help provide an orientation to the Center and the supplies to be included in the inventory system.

**Duration:** 6 months. Renewable.

**EBMC Contact Person and Contact Information:** Mushim Ikeda-Nash,  
admin@eastbaymeditation.org