

American Red Cross of Central Texas Volunteer Positions

Title	Equipment and Inventory Manager
Department	Education and Training
Location	Austin Office
Reports to	Veronique Rochefer
State date	Ongoing
Job Status	Unpaid Volunteer Position
Description	Maintain and organize health and safety services equipment
Responsibilities	<ul style="list-style-type: none"> • Clean, disinfect, and prepare manikins and faces for CPR training courses • Inspect equipment for damage or wear • Maintain bookroom inventory • Make sure all items are fully stocked
Qualifications	<ul style="list-style-type: none"> • *Must be a registered volunteer • Able to lift 30 lbs • Able to stand for long periods of time • Detail oriented • Self-motivated • Able to work with minimal supervision
Training Needed	None
Time Commitment	2 hours per week minimum