

Greenville Woodworkers Guild, Inc.
Position Description

<u>Title:</u>	Wood Resources Manager	PDE No.:	22
		Revision:	2
		Date Adopted:	Aug 13, 2012
		Resolution:	2012-33

General Responsibilities:

The Wood Resources Manager is responsible, on behalf of Greenville Woodworkers Guild, Inc. (the Guild) for the provision of an inventory of lumber and plywood at the Education Center for use in charitable projects and/or for sale to Guild members, also, for inventories of supplies, hardware (hinges) and any other items meant for sale to Guild members. The Wood **Resources** Manager shall insure that adequate inventories are on hand, identify sources, and arrange for purchases, delivery and pricing of such items.

Authorization:

The Wood Resources Manager is appointed by the Education Center Superintendent and serves at the pleasure of the Superintendent. The Wood Resources Manager is a member of the staff of the Education Center Superintendent and shall work with the Superintendent and other staff members to insure the safe and efficient use of the Education Center by all Guild members. The Wood Resources Manager is an Agent of the Guild and will sign an Indemnification Agreement with the Guild. He/she is bound by the Policies and budgets approved by the Greenville Woodworkers Guild Board of Directors and shall act consistently with such Policies and budgets. The Wood Resources Manager may appoint such assistants as may be necessary to assist with the duties of the Wood Resources Manager. Any such assistants serve at the pleasure of the Wood Resources Manager.

Specific Duties and Responsibilities:

The Wood Resources Manager's responsibilities are managerial and administrative in nature. As such, he/she is responsible for establishing rules and procedures; appointing and training subordinates; delegating work assignments; and, supervising and coordinating the activities of members and volunteers so as to achieve the following.

- Develop and implement procedures for purchasing, receiving and stocking lumber and sale items.
- Monitor inventories and issue purchase orders as required to maintain adequate inventory levels.
- Insure that the lumber storage area is maintained in a safe, orderly and clean manner.
- Calculate and distribute accounting information including sales, cost of sales and inventory values.
- Manage the preparation for auctions to be held by the Guild. See to the collection, organization, labeling and display of items to be sold.
- Perform any other actions necessary for the safe, efficient and orderly operation of the woodworking shop.