Intake Specialist

Job Title	**Intake Specialist**
Classification	Part-Time Non-Exempt (Hourly), 10 hours per week
Location	Onsite, American Fork, UT (*This role requires working one to two evenings per week and occasional weekends to support Volunteer Center operations)*
Reports to	Volunteer Center Manager

About the Organization

Days for Girls International (DfG) is an award-winning non-profit that has reached more than 4 million women and girls in 145 countries on six continents with quality, sustainable menstrual care solutions, and menstrual health education. We operate a hybrid model of entrepreneurship and volunteerism, increasing access to menstrual care and education by developing global partnerships, cultivating social enterprises, mobilizing volunteers, and developing innovative solutions that shatter stigmas and limitations for women and girls around the globe.

Our core values guide everything we do, including hiring decisions. They are:

- **Locally-led, Globally Connected**: Those closest to the problem are closest to the solution.
- **Menstrual Dignity for All:** Inclusive, community-centered approach to generational change.
- **All About the Data:** We listen, learn & evaluate to create innovative programs.
- **Make it Happen:** Responsive, sustainable solutions to meet menstrual needs now & in the future.
- **Joy-fueled:** We bring joy to our work and celebrate every cycle

DfG is an equal-opportunity employer that values diversity, equity, and inclusion. We do not discriminate on the basis of race, ethnicity, religion, national origin, sexual orientation, gender identity, age, marital status, veteran status, or disability status. Women, BIPOC, and LGBTQIA2S+ people are strongly encouraged to apply.

Position Summary

Days for Girls International is seeking a detail-oriented, part-time Intake Specialist to support intake and quality control at the Utah Volunteer Center. Directly overseeing a team of Intake volunteers, this role helps receive shipments of sewn Kit components from Chapters and volunteers, checks items against DfG quality specifications, logs inventory, and completes quality control forms so volunteers receive clear, encouraging feedback. It is a meaningful behind-the-scenes role that helps volunteer-made Kits reach the women and girls who need them.

The Intake Specialist is also responsible for creating high-quality, pre-cut fabric shields that meet DfG's specifications for Kit production. This role plays a critical part in ensuring that volunteers and enterprises have the materials needed to produce menstrual health kits efficiently and effectively.

The ideal candidate has a sharp eye for detail, enjoys focused, hands-on work, and is happy to work side by side with volunteers on scheduled weekday shifts. This is a non-supervisory role; the Volunteer Center Manager leads intake and quality control and the Intake volunteer team.

This role requires working one to two evenings per week and occasional weekends to support Volunteer Center operations

Key Responsibilities

1. **Receive and Log Incoming Shipments**
   - Receive, open, and sort incoming shipments of sewn components from Chapters and volunteers.
   - Log new inventory accurately so intake numbers are current and visible across the organization.

2. **Quality Control and Feedback**
    - Check sewn components against DfG quality standards and specifications.
    - Label and store accepted components so they are ready for Kit packing and assembly.
    - Help complete quality control forms for each shipment so the Chapters and volunteers who sewed the components receive clear, encouraging feedback.

3. **Supervise weekly volunteers from the Intake Team**
    - Work side by side with Intake volunteers on shift, following DfG quality standards and helping answer questions as they come up; provide regular training for Intake volunteers

4. **Reporting and Workspace**
    - Report weekly intake numbers, quality trends, and standout contributors to the Utah Warehouse Manager.
    - Maintain a clean, organized, and safe intake area; other duties as assigned.

5. **Preparing Fabric Shields for DfG Kits**
    - Accurately measure and cut fabric templates according to DfG guidelines and specifications.
    - Maintain consistent quality standards to ensure all pre-cut materials are ready for use in Kit assembly.
    - Organize and package pre-cut templates for distribution to Resource Shops.
    - Collaborate with the Volunteer Center Manager and Shop Shop Associate to understand and prioritize template production.
    - Ensure all pre-cut templates are labeled and stored appropriately for easy access and distribution. Maintain a clean and organized workspace.

Qualifications & Experience

- Sewing experience preferred but not necessary; able to recognize quality stitching and construction.
- Strong attention to detail and ability to apply precise specifications consistently.
- Organized and accurate with records; comfortable using spreadsheets or simple inventory systems.

- Clear, kind written communication, especially when giving feedback to volunteers.
- Able to work independently, follow set procedures, and enjoy focused, hands-on work.
- Reliable, trustworthy, and able to keep a consistent weekday schedule.
- Familiarity with Days for Girls Kits and mission is a plus.

Physical Requirement

- Ability to stand, bend, and use hands for extended periods while cutting fabric, inspecting and sorting components.
- Capability to lift and move fabric rolls and supplies as needed
- Occasional walking and reaching while receiving, sorting, and storing shipments.
- Ability to lift and move shipment boxes up to 25 pounds.
- Visual acuity to inspect stitching and fabric closely and to read printed materials and computer screens.
- Manual dexterity for handling fabric and using a computer for data entry.