

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: Cultural Holiday Assistant
PURPOSE: To help Holiday Programs.
DUTIES AND RESPONSIBILITIES: <ul style="list-style-type: none">• Assemble holiday baskets/bags• Deliver holiday baskets/bags• Participate in holiday when appropriate
TIME REQUIREMENTS: <ul style="list-style-type: none">• As needed
SKILLS AND QUALIFICATIONS: <ul style="list-style-type: none">• Multilanguage skills an asset• Valid Drivers License an asset
TRAINING: <ul style="list-style-type: none">• Volunteers will be oriented to the agency and will receive training relevant to the position.• Ongoing support provided
ACCOUNTABILITY You will be responsible to the Volunteer Coordinator
EXPECTATIONS: All volunteers are asked to: <ul style="list-style-type: none">• Abide by JFSC policies & procedures• To attend orientation and training workshops as necessary• To participate in evaluations every six month• To maintain confidentiality
BENEFITS: <ul style="list-style-type: none">• Receive continuing education regarding families and their lack of resources• Work record of hours for job references.• Social events and volunteer recognition• Career exploration
OTHER: <ul style="list-style-type: none">• A drivers abstract will be required• Security checks
For more information call Karen Greenberg 692-6378