

## Volunteer Position Job Description

**Job Title:**

Christmas Hampers Coordinator (note: this role can be shared)

**Purpose:**

Put together donations for Families at Christmas

**Location:**

Crescent Park School

**Key Responsibilities:**

- Liaise with Administrator regarding wish lists
- Prepare “gift tag” tree or other visual aid for parents to sign up to bring gifts
- Organize donations and prepare hampers for families
- Organize volunteers to deliver hampers to sister school

**Reports to:**

PAC

**Length of Appointment:****Time Commitment:**

- A few hours a week to plan and organize donated items

**Qualifications:**

It is helpful if the volunteer can be available in the school to organize donations once or twice a week – or delegate the task to a team member.

**Support:**

Volunteer team to deliver items.