



Holiday Programs Co-coordinator

Location:
Oakland

To volunteer or for more
information:

[www.cceb.org/get-
involved/](http://www.cceb.org/get-involved/)

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510-768-3166



Position Title: Holiday Programs Co-coordinator

Area/Program Focus: Administration Team, Programs and Operations

Supports: Chief Programs Officer, Development Team, Volunteer Coordinator

Position Summary: The Holiday Programs Co-coordinator is responsible for the organization of Adopt-a-family and Joybells at Catholic Charities of the East Bay. All Adopt-a-Family benefactors are matched with families in need and the Holiday Programs Co-coordinator ensures that all gifts for the program are delivered, sorted, labeled, and distributed. They will also coordinate request, order, wrapping, and sorting of Joybells gifts. They will organize gift-distribution events for the Adopt-a-Family and Joybells programs to distribute those gifts to families with the help of volunteers.

Essential Responsibilities:

- Adopt-a-family: Match all client families with community organizations/families
- Joybells: prepare request forms; order, wrap, and sort gifts
- Organize volunteer events including: gift wrapping, sorting, and distribution

Success Metrics:

- Clients referred to a holiday program receives at least one gift
- Gifts are sorted and distributed in preparation for client holiday party
- Host a holiday party for holiday program participants where gifts will be distributed

Core Skills:

- Clear and efficient communication, virtual and in-person
- Bi-lingual in Spanish preferred
- Cultural competency

Requirements:

- Must complete a Live Scan background check that is paid for by Catholic Charities
- Must complete an online training in recognizing and reporting abuse
- Must commit to volunteer at least 3 hours per week from June – December 2017

Agency Culture: Every year, Catholic Charities of the East Bay moves thousands of youth, individuals, and families from Crisis to Stability to Prosperity through 3 primary program areas: "Fostering Self-Sufficiency" provides services designed to strengthen families and increase income to livable wages; "Welcoming the Stranger" offers legal immigration, refugee relocation, and refugee employment services; "Healing Trauma" delivers immediate and sustained support to victims of crime, especially those impacted by community, domestic, and family violence, as well as mental health treatment to students and adolescents experiencing multiple, ongoing incidences of trauma.

Review/Approval

Supervising Staff _____ Date: _____

Volunteer Coordinator Review _____ Date: _____

CAO Initial _____ Date: _____