



Events  
Volunteer  
Holiday  
Program

(Double Click on logo  
to edit this area)

Location:  
Oakland

## Position Title: Holiday Programs Co-coordinator

**Supports:** Chief Programs Officer, Volunteer Coordinator

**Position Summary:** Works with the Volunteer Program Coordinator and Agency Staff to co-coordinate our Holiday Program. 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 sorted, labeled, and distributed. They will also coordinate the Joybells gift program, working with local entities. They will help organize gift-distribution events for the Adopt-a-Family and Joybells programs to distribute those gifts to families with the help of volunteers. This is a very fun and rewarding job.

### Essential Responsibilities:

- Adopt-a-family: Match all client families with community organizations/families
- Joybells: Coordinate with local schools, etc.. to execute this program
- Organize volunteer events including: gift wrapping\*, sorting, and distribution

\*Gift wrapping may not be necessary

### 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 September – December 2019
- Proficient in Excel

### Agency Culture:

Catholic Charities of the East Bay provides innovative solutions to help people who struggle with poverty and other complex issues. We work with youth, children, and families to promote self-sufficiency, strengthen families and pursue safety and justice. Help is offered through counseling, case management, financial support when facing a housing crisis, and more. We serve and work in partnership with all and celebrate the diversity of our community, including people of all backgrounds, regardless of race, ethnicity, gender identity, sexual orientation, and religious or spiritual affiliation or belief.