



## **Position Title:** Holiday Programs Co-coordinator

**Supports:** Administration Team, Volunteer Program 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.

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.

### **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.
- Clear and efficient communication, virtual and in-person.

### **Requirements:**

- Must complete a Live Scan background check to be paid by CCEB
- Must complete a brief online training in recognizing and reporting abuse
- Must volunteer at least 3 hours per week from September – December, 2019

### **Agency Culture:**

Catholic Charities 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.

**Holiday  
Programs Co-  
ordinator**

**Location:  
Oakland**