

# **CHRISTMAS PROGRAM - GUIDELINES AND JOB DESIGN**

The Volunteer Co-ordinator will prepare a calendar of volunteers for Christmas Hamper distribution.

Volunteers will receive their duties from the Volunteer Co-ordinator prior to their shift.

## **VOLUNTEER DUTIES**

1. Volunteers receive Christmas food donations and food supplies which are brought to Neighbour to Neighbour Centre.
2. Volunteers set up food tables in an efficient manner for distribution.
3. Ensure that the food tables are continuously monitored and restocked as required.
4. Receive, categorize and warehouse toys in the designated location.
5. Coordinate the efficient set up of toys for distribution to the clients.
6. Monitor fair disbursement of toys for the entire Christmas program.
7. Co-ordinate the sorting of toys and knitted goods etc. for storage in the Toy Room.

All coordinators of the Christmas program are responsible to the Director of Family Services who is responsible for the co-ordination of the Christmas Program. Report any problems to the Director of Family Services.

**WEAR A SMILE - IT'S CHRISTMAS!**