



# 2018-2019 Volunteer Job Descriptions

Creative Team  
Hospitality Team

## Position Overview

Put creative skills to use by encouraging and appreciating SBS moms, volunteers, and community partners through crafts, cards, and small gifts.

## Key Responsibilities

Attend quarterly SBS Craft Nights with other SBS Volunteers to assist in creating crafts and gifts needed for SBS events. Items include:

- Provide SBS moms small take home items incorporating the program night theme scripture once a month.
- Assist in providing creative ways to reward SBS moms for reaching goal milestones in Dare to Dream process.
- Assist with volunteer appreciation by periodically providing goodie bags and organizing volunteer appreciation meals as needed.
- Assemble SBS mom gift bags for May retreat, list to be provided by Program Director.
- Assemble "New Baby Baskets" for SBS moms that have recently given birth.
- Provide a small gift for new moms to the program as a welcome.
- Write and send monthly birthday cards to SBS moms and volunteers.

## Training & Support

- Attend a 2 hour orientation and training to review duties and expectations.
- Support from the Program Director and Assistant Program Director as needed.

## Commitment

- Commitment is for 1 program year from Sept-May.
- 2-4 hours per month - Not required to attend program nights.

## Qualifications/Skills

- Creative and able to develop new ideas
- Enjoys making small crafts and baked goods
- Able to coordinate and organize with others