



2018-2019 Volunteer Job Descriptions

Hospitality Team Lead
Hospitality Team

Position Overview

Assist staff in organizing all aspects of our Hospitality Team including coordinating craft nights, baking rotations, and other teams as needed.

Key Responsibilities

- Communicate needs with the Hospitality team and organize volunteers to ensure all needs are met including: Craft Team, Baking Team, Mom's Care Team, and SBS Partner Advocates.
- Assist in organizing a regular baking rotation among team members to provide staff with baked goods and other deliverables for drop off with community partners including schools, churches, and other agencies.
- Organize quarterly craft nights for the team to create small gifts for moms, kids, and volunteers as needed.

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 Revive nights.

Qualifications/Skills

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