



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