



2019-2020 Volunteer Job Descriptions

Hospitality Committee

Position Overview

Put creative skills to use by encouraging and appreciating SBS moms, volunteers, and community partners through meals, baked goods, and cards.

Key Responsibilities

- Be on a regular baking rotation to provide baked goods every 4-6 weeks
- Provide staff with baked goods and other deliverables for drop off with community partners including schools, churches, and other agencies.
- Be available to drop off items at SBS Office or with community partners.
- Provide baked goods for other SBS events as needed.
- Be on a regular rotation to send Birthday cards to SBS moms, kids, and volunteers at the beginning of the month assigned.
- Assist SBS staff with writing Thank You notes to donors and other partners.

Training & Support

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

Commitment

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

Qualifications/Skills

- Creative and able to develop new ideas
- Enjoys making baked goods and/or writing
- Able to coordinate and organize with others