



## **Christmas Sharing Coordinator**

Term Position – November 6, 2017 to January 5, 2018

(Maximum of 400 hours)

### **Position Summary:**

Chilliwack Community Services has been helping struggling families at Christmas since 1928. The kindness and generosity of individuals and organizations helps to ensure gift hampers reflect the needs of each family and fulfill the special wishes of each child. Together we bring smiles to the faces of children who would not be celebrating the holiday with the same anticipation and joy as most do.

The Christmas Sharing Coordinator oversees the work of volunteers, collection of gifts, and assembly of gift hampers. The Coordinator also acts as a community liaison with partners to ensure all families in need receive the toys and clothes donated by the community.

### **Qualifications:**

#### *Education/Experience:*

- Completion of Grade 12
- Minimum two years' experience working directly with volunteers and two years' experience in a non-profit setting; OR equivalent education/experience.

#### *Job Skills & Abilities*

- Good interpersonal and organizational skills
- Familiar with MS Excel software.
- Ability to work flexible hours (evenings and weekends).
- Physical ability to lift heavy objects.

### **Duties & Responsibilities:**

- To schedule, train and supervise appropriate volunteers to sort and pack hampers and pick up donations, and ensure registration with CCS Volunteer Coordinator.
- To track receipt of donations noting donor, address, description and value, using Excel spreadsheet.
- To keep confidential records of clients, volunteers and donations received.
- To schedule and supervise the transportation of gift donations to and from various locations.
- To fulfill the wishes of hamper applications in the best way possible.
- To promote the program positively in the community.

### **General:**

- Wage Rate of \$20.20 per hour
- This position is an exempt position
- This position is open to all persons
- This position requires successful completion of a criminal record check
- This position reports to the Executive Director

**Please mention the name of the job position you are applying for in your cover letter.  
NO phone calls. Only short listed applicants will be contacted.**

### **Please submit your cover letter and resume to:**

Matt Lutz, Human Resources Coordinator  
Chilliwack Community Services  
45938 Wellington Avenue, Chilliwack, BC V2P 2C7  
Fax: 604.792.6575 Email: [careers@comserv.bc.ca](mailto:careers@comserv.bc.ca)

**Closing Date:** 12:00 Noon, October 15<sup>th</sup>, 2017