



**HOLIDAY[®]
EXPRESS**

Holiday Express Volunteer Toolkit 2017

Thinking about volunteering at Holiday Express? There are many ways to help! Here is a list of opportunities and what you need to do if you'd like to join our volunteer team – during the season and all year long!

Seasonal Opportunities

Volunteer Job (Seasonal)	Position Description
Warehouse Worker	Help pack gift bags, wrap candy, organize incoming inventory
Warehouse Supervisor	Help oversee the volunteers that come into the warehouse to pack the gift bags
Food / Beverage Committee	Many events Help to order, pack, and organize food, beverage and paper products needed for the events
Truck / Van Driver	Drive box truck or van from warehouse to the events (No CDL License required)
Craft / Face Painting Committee	Coordinate organize and pack crafts, face painting supplies, temporary tattoos and other supplies in preparation for the client events
Raffle Committee	Coordinate, collect and wrap raffle gift items for client events
Giving Partner Committee	Contact new and previous supporters to provide a donated gift to the organization. The gift may come from an individual, a corporation, or a group of neighbors or friends. Assist in shopping and wrapping.

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Volunteer Job (Seasonal)	Position Description
Event Volunteer	Volunteers at our events will be assigned to different tasks – set-up, cleanup, gift bag distribution, food service, crafts, face painting, etc.as determined by the Event Manager.
Event Manager	Organize and oversee the events in Nov/Dec. Serves as the direct contact between the Holiday Express and the representatives at the places we visit throughout the planning process. Assign the volunteers jobs – distribution of food, gifts, crafts, etc.
Event Manager	Support and assist the Event Manager with their responsibilities
Face Painter	Provide face painting for the clients during the event. You must stay at your assignment for the entire event.
Musician	Use your musical talents to entertain the people we serve at our events. Must complete the musician application on the website. Must be a professional musician.
Photographer	Photograph clients and volunteers at events where photography is permitted. Assigned by the office.
Spanish Translator	Assist at events with our Spanish-speaking clients. Assigned by the office.
Sign Language Interpreter	Assist at events with our hearing-impaired clients. Assigned by the office.

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Year-Round Volunteer Opportunities

Volunteer Job (Year-Round)	Position Description
Ambassador	Serve as “the voice” of Holiday Express and our mission – as a community ambassador! Speak and facilitate presentations at schools, public events, workshops and local organizations.
Fundraising Committee	Help with our major fundraising events (Golf Outing and Clambake), including auction solicitation, ad journal, etc., and other special event support.
Office Assistant	Data entry, answering phones, other office support
Website Assistant	Provide website assistance (Word Press) with updates and technical support
Communications Assistant	Help write articles, compose e-blasts and other messaging
Fund Development	Help with grant writing and research
Inventory Management	Assist in our warehouse with inventory management controls
Warehouse Support	Paint, clean and organize the warehouse, maintain the exterior, including gardening

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Off- Site Opportunities	Position Description
Off-Site: Conduct a Drive	Set up a collection of items that are needed for our gift bags. Check with the office for items to collect.
Off-Site: Prepare Crafts	Put together a team to prep the craft items and halos that are distributed at events

The Holiday Express Staff Team:

Dawn Bunyon: Director of Development dbunyon@holidayexpress.org

Joe Capriotti: Warehouse Supervisor jcapriotti@holidayexpress.org

Ashley Hadar: Coordinator of Business/Social Media ahadar@holidayexpress.org

Lorrie Klaric: Executive Director lklaric@holidayexpress.org

Amy Robinson: Director of Operations arobinson@holidayexpress.org

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