



Friends of Karen is seeking seasonal help for 40 hours a week beginning October 15, 2024 through December 17, 2024 at \$16 hr. Send resume and cover letter to AllisonWatson@friendsofkaren.org

POSITION SUMMARY:

This position would back up and assist the Volunteer Coordinator with the Holiday Adopt-a-Family program in our North Salem headquarters.

PRIMARY RESPONSIBILITIES:

Support of Gift Programs:

- Facilitate family registration utilizing the gift program platform.
- Communicate with Friends of Karen families regarding the approval or editing of lists.
- Monitor donor “adoptions” via gift program platform, provide assistance and follow up with donors as necessary
- Check in and sort gifts.
- Ship packages when needed.
- Accept deliveries from UPS, FedEx and Post Office.
- Welcome, orient and supervise volunteers with packing holiday gifts when needed.
- Process gift-in-kind forms.
- Work with spreadsheets as per volunteer coordinator specifications and update daily with new family details from social workers.
- Research holiday wish lists and verify retail prices.
- Maintain and replenish supplies and organize workspace each day for AAF program.
- Answer telephones and make calls as needed.
- Meet with donors offsite on occasion to pick up their donations.

QUALIFICATIONS:

- Commitment to Friends of Karen’s mission, goals and policies.
- Excellent organizational skills and attention to detail.
- Proficiency in basic computer skills including Word, Excel, MS Office required.
- Outstanding people skills with the ability to maintain relationships and motivate volunteers and donors of all ages.
- Ability to set priorities, meet deadlines and work under pressure.
- Ability to work independently and enjoy working as a member of a team.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Candidate should be able to lift 25 pounds.