



VOLUNTEER PROJECT JOB DESCRIPTION

HELPING HAND HOUSE/ 11701 101ST Ave. E. Puyallup, WA 98373

Job Title: Group Volunteer Opportunities

Job Definition: Helping Hand House often receives requests from local groups and businesses who want to give back to their communities. Over the years we have developed several projects that give our families the opportunity to “blend in” with the rest of the community. By choosing one of these projects you can reach out to a family in need and send a powerful message of hope, goodwill and encouragement.

Job Specifications: Would like group to host or adopt a child or family for the following listed below:

- **Supply Drives:** Conduct supply drives for our most needed items- **See the attached instruction sheet on hosting a supply drive.**
- **Adopt-A-Family/Child:** Adopt a family for the holidays (Easter, Thanksgiving and Christmas) by providing groceries and/or gifts. Adopt a student for back to school by providing a new backpack and school supplies for the first day of school.
- **Seasonal Projects:** In addition to the holidays and back-to-school, we host a family banquet, a family picnic and a fundraising breakfast.

Day of Volunteer Project: The project can be scheduled for either a week day or weekend.

Report To: Lisa Heintz- Volunteer Coordinator

Compensation: None/Volunteer Opportunity.

Record Keeping: Please keep track of expenses as HHH has an internal donor tracking system that is used to track all incoming donations.

Qualifications:

- Be able to spend your own out of pocket money if you adopt a child or family for holiday or seasonal project.
- Be able to transport the items to the Helping Hand House office

