



VOLUNTEER PROJECT JOB DESCRIPTION

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

- Job Title:** Christmas/Ho, Ho, Ho and Mistletoe (Adopt a Family for Christmas)
- Job Definition:** Responsible for adopting and purchasing either a Christmas dinner meal basket for a Helping Hand House family or purchasing gifts for each member of the family and delivering it to the Helping Hand House office (More specific information will be given out on a separate email about delivery dates and time). Please feel free to add as many holiday goodies to the meal basket (table cloths, games for families, napkins, etc. and providing extra groceries to complete the meal and to assist during the Christmas Break are also very much appreciated and welcome) to dress up the basket. If you cannot provide a meal basket, we are also accepting donations of grocery store gift cards for perishable foods. The Volunteer Coordinator will provide you with a specific wish list directly from the family so you can use the wish list to shop from.
- Job Specifications:** The holiday basket and gifts needs to be turned into the Helping Hand House by December 17th (Times will be determined and sent on a separate informational email).
- Report To:** Lisa Heintz- Volunteer Coordinator
- Compensation:** None/Volunteer Opportunity
- Record Keeping:** Will need to have individuals keep track of the money spent on putting the basket and/or gifts together as the Volunteer Coordinator will mail a tax deduction/thank-you letter to your address.
- Qualifications:**
- Be able to adopt a family and follow through with the delivery process
 - Be able to deliver it to the specific address/location when needed
 - Be creative as you would like with putting the basket together
 - Be able to financially afford the cost of purchasing gifts for the family