



Database and Inventory Coordinator

Time commitment: 5 to 10 hours per week, September to January

Responsibilities:

- Communicate with the Director on a weekly basis to ensure clarity
- Select, organize, and support volunteers within the Inventory category
 - Application day volunteers
 - Digitizers working to input paper applications on Application days
 - Inventory days after shopping days
 - Large inventory day before Distribution Day
 - Distribution Day volunteers
- Organize and help run Application Days
- Organize and help run Distribution Days
- Ensure all applications are digitized within a one week period from receipt
- Organize information in unique formats for various volunteer groups (shoppers, wrappers, distributors, etc.)
 - Complete database for director
 - Wish lists and necessary information for direct sponsors
 - Wish lists and necessary information for program shoppers
 - Identifying labels and sheets for pick up
- Complete regular inventory checks to help ensure gifts are accounted for
 - In between every shopping day and wrapping day
 - Halfway through the season
 - Before distribution day



Gifts and Shopping Coordinator

Time commitment: 5 to 10 hours per week, September to January

Responsibilities:

- Communicate with the Director on a weekly basis to ensure clarity
- Select, organize, and support volunteers within the Gifts and Shopping category
 - Remote gift researchers
 - Shopping Day volunteers
 - Wrapping Day volunteers
- Coordinate with St. Mary's for their support in sponsoring children for the season
- Communicate with local stores to organize shopping days and discounts, including writing thank-you notes to store managers after shopping days
- Maintain budget provided for Gift and gift wrapping purchases
- Help plan and organize shopping and wrapping days
- Organize and turn in receipts from shopping days
 - Copies sent to director of the program
 - Originals turned into the SAPC Treasurer
- Ensure children within the same family have equitable amounts of gifts



Needs Bags Coordinator

Time commitment: 5 to 10 hours per week, September to January

Responsibilities:

- Communicate with the Director on a weekly basis to ensure clarity
- Select, organize, and support volunteers within the Needs Bags category
 - Supply shoppers
 - Needs Bags builders
 - Inventory Day Needs Bags assigning to each child
- Develop supply list for Needs Bags according to age
 - 0-2
 - 2-7
 - 8-13
- Elicit and coordinate donations from local businesses of direct items
- Maintain budget provided for Needs Bags purchases
- Organize and turn in receipts from shopping days
 - Copies sent to director of the program
 - Originals turned into the SAPC Treasurer
- Help plan and organize Needs Bags building and assignment days
- Ensure every child has an appropriate Needs bag



Virtual Gift Researcher

Time commitment: 2-5 hours per week, October-November

Responsibilities:

- Identify appropriate gift options for various age ranges and common interests, and compile them into reference lists for sponsors and shoppers
 - 0-2
 - 2-7
 - 8-10
 - 11-13
- Identify gifts that are specific store-exclusives
- Label children's gift wish lists as better suited for direct sponsoring or for program shoppers



Event Day and Inventory Volunteers

Time commitment: 5 hours maximum on specific days, October-December

Responsibilities:

- Complete training prior to event days, in person or virtually
- Arrive before families to help set up events
- Sign in and out of events
- Follow provided instructions on each event day
- Help break down and clean up after events
- Assist in locating, labeling, and identifying gifts
- Refer complicated questions to section coordinators and directors



“All Hands on Deck” Volunteers

Time commitment: Sporadic, varies - most needed December

Responsibilities:

- General availability for last-minute volunteer needs and requests. Examples may include:
 - Addressing and stamping envelopes
 - Dropping off mailers to the post office
 - Decorating the church for events
 - Emergency inventory days if something may be missing
 - Last-minute shopping and wrapping for incomplete gifts
 - Inventory and organization leading up to Distribution Day
 - Clean-up and organization at the end of the season

Note: If you identify yourself as a possible “All Hands on Deck” volunteer, this just means that your name and contact will go on a list of people that we will reach out to as needs arise. You are never obligated to come out for any particular event if you are unavailable at that time.