

Seattle Milk Fund – Volunteer Job Description

**Title: Circle Family Program Thanksgiving Event Assembler and Distribution**

**Reports To:** Circle Family Program Thanksgiving Project Coordinator

**Directly Supervises:** N/A

**Purpose:** Seattle Milk Fund believes that a strong community exists when parents earn a college degree/certificate to secure a living wage and when their children experience a strong early learning foundation. The Circle Family Program Thanksgiving Event Assembly and Distribution Volunteer puts together the baskets and helps the grantees take the food to their car as part of our project goal for families to receive enough food to have a Thanksgiving celebration.

**ESSENTIAL JOB DUTIES**

- Assembles baskets for assigned families.
- Assists family in selecting optional items for basket/bags.
- Assists family in taking basket to car.

**WORKING CONDITIONS**

**Estimated Time Commitment:** 1-5 hrs on day of Event

**Can you work from home?:** No

**Required Skills:** Able to lift and carry items up to 20 pounds; demonstrated ability to work comfortably, respectfully and professionally with a diverse and varied population including low-income families, non-native English speakers, people of all ethnic background; able to work comfortably, respectfully and professionally with potential and current SMF donors to encourage continued support of the organization and mission.

**Seattle Milk Fund will provide:** project training, all forms and documents, aid soliciting donations

\_\_\_\_\_  
Event Assembler and Distribution Signature / Date

\_\_\_\_\_  
Thanksgiving Coordinator Signature / Date

Printed Name: \_\_\_\_\_

Printed Name: \_\_\_\_\_