



rising for domestic peace

Adopt-a-Family Volunteer Committee Description

Position Summary:

Adopt-a-Family is an annual donation drive held between November and December to help survivors of domestic violence provide holiday gifts for their families. This program is primarily run by our volunteers and all gifts are donated from generous individuals and organizations, big and small. Last year we provided gifts for 145 families or 450 individuals with the help of 60 donor groups and individuals. We are seeking help on our volunteer committee to organize this large donation drive to give survivors something to look forward to this holiday season.

Duties and Responsibilities:

- Data entry using multiple spreadsheets on google and excel
- Communicate regularly with volunteer lead via email or phone
- Option to assist with donation pick-up from donor and delivery to office
- Correspond with advocates as client donations are available for pick up
- Help maintain organization of donated items and label correctly
- Other duties as agreed upon

Time Commitment:

One 4-hour shift per week at the DAWN office during regular business hours (9am-6pm) from October-December. Shifts in September will be on an as-needed-basis.

Requirements:

- Complete a volunteer application and interview
- Must pass a background check

Qualifications/Skills:

- Detail oriented
- Excellent communication skills
- Ability to use computer/databases
- Ability to sit for a few hours at a time
- Committed and reliable
- Previous event planning or donation organization experience ideal

Benefits to the Volunteer:

- Gain event planning experience
- Help support survivors of domestic violence and their families
- Network with organizations throughout King County

Reports to: Donor Database Coordinator

Domestic Abuse Women's Network

PO Box 1449, Kent, WA 98035

(253) 893-1600

www.dawnonline.org