



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

MARY'S HOME HOLIDAY TEAM MEMBER POSITION DESCRIPTION

Title: Holiday Team Member
Accountable To: Mary's Home Event Coordinator
Status: Volunteer position without opportunity for employment

Organizational Background

Dream Centers is a faith-based non-profit organization founded in 2011 to provide health and hope to people of Colorado Springs who are working to rebuild their dreams. The two entities of Dream Centers are the Women's Clinic and Mary's Home. Mary's Home is a long-term, educationally-focused, in-depth program for single mother families working to exit homelessness permanently.

Position Purpose & Overview

The Holiday Team is a brand-new way for volunteers to seasonally serve at Dream Centers Mary's Home at key events. The purpose of the Holiday Team is to help bring joy to the resident families by making our events extra special and memorable. Through our Holiday Team, volunteers create excitement and anticipation among the resident families and help ensure that things run smoothly. The Holiday Team specifically helps with decorating, shopping for Christmas gifts, bringing appetizers and beverages, and setting up and tearing down.

Upcoming Events at Mary's Home

- Fall Festival on October 30th
- Thanksgiving Celebration on November 20th
- Christmas Shop on Thursday, December 17th that is open to Mary's Home mothers
- Mary's Home Santa on Friday the 18th will be open to Mary's Home resident families
- Christmas Shoppe on Friday the 18th will be open to Women's Clinic patients
- Christmas Shoppe on Saturday the 19th will be open to the Park Hill neighborhood

Responsibilities

- Work alongside and support the Mary's Home Event Coordinator to best carry out events
- Be an extra set of hands at Mary's Home events and help make sure things run smoothly
- Come early to events to decorate, arrange rooms, set up tables, etc. and stay later to help clean
- Shop for Christmas gifts on the residents' Christmas wish lists
- Help write and send out thank you cards to specific donors/key people
- Come to event preparation meetings
- Make/bring appetizers and beverages
- Carry out all tasks with love and care towards volunteers, staff, and resident families
- Stay updated on the Holiday Team calendar
- Follow through with events and given tasks

Updated April 2020



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

- Communicate any questions or concerns you may have to the Mary's Home Event Coordinator

Requirements and Qualifications

- Follower/disciple of Jesus Christ and committed to personal spiritual growth
- In agreement with the Nicene Creed
- Have a desire to serve and love the resident families and staff
- Have a willingness to be coached in serving with excellence
- High commitment of confidentiality while working with the families, volunteers, and staff
- Has received training or is in the process of receiving training in trauma-informed engagement
- Be available for occasional tour needs
- Be a welcoming/professional presence to volunteers, staff, executive team, etc.

Time Commitment

Minimum of 2 to 4 hours every other month (can include off-site time serving on evenings and weekends)

Physical Requirements:

Working Environment	Seldom	Occasional	Frequent
Cold (50° F or less)	X		
Heat (90° F or more)	X		
Gases/Fumes/Dust	X		
Heights	X		
Noise		X	
Climbing (Stairs/Ladders)		X	
Driving		X	
Standing			X
Sitting			X
Walking			X
Bending		X	
Work with Others			X
Working Alone		X	
Crawling or Kneeling	X		
Repetitive Movements		X	
Office Machines			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
Moving Heavy Items			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
Other Requirements			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X

Updated April 2020



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X