



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 team within the Events team which serves seasonally 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. In 2021 the Holiday Team will specifically help with the Christmas Shoppe.

### **Responsibilities**

- Work alongside and support the Mary's Home Event Coordinator to best carry out the Christmas Shoppe
- Be an extra set of hands at the Christmas Shoppe and help make sure things run smoothly
- Come early 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
- Follow through with events and given tasks
- 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 a welcoming/professional presence to volunteers, staff, executive team, etc.



3657 Michigan Ave • Colorado Springs CO • 80910 • 719.301.5411

**Time Commitment**

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

**Physical Requirements:**

<b>Working Environment</b>	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	
<b>Office Machines</b>			
Telephone	X		
Fax	X		
Calculator	X		
Computer/Mouse/Printer			X
Copier		X	
Dictaphone	X		
Scanner		X	
<b>Moving Heavy Items</b>			
Lifting/Lowering	X		
Pushing	X		
Reaching Over Shoulder	X		
Reaching Forward	X		
Carrying	X		
<b>Other Requirements</b>			
Visual Acuity: Near			X
Visual Acuity: Far			X
Color Discrimination			X
Hearing			X
Speech			X
Manual Dexterity			X
Eye-Hand Coordination			X