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A 501(c)(3) Nonprofit Organization

Volunteer Position Description- Recipient List Coordinator

Tri-County TRIAD is excited for the 18th annual No Senior Without Christmas (NSWC) event coming up December 6, 2018. This beloved event would not be the success it is without the dedicated volunteers, law enforcement, and fire personnel working so hard to buy, pack and deliver 350 boxes of cheer to the needy, home-bound older adults in the Tri-County region of Ingham, Clinton, and Eaton counties. We are gearing up now to start planning this year's event and there are several opportunities to be involved. Join the NSWC Planning Committee to help make NSWC 2018 a success!

Position Title: Recipient List Coordinator

Position Description: Recipient List Coordinator will work closely with the Referral Coordinator, Law Enforcement Liaison, and NSWC Planning Committee Co-Chairs. Responsibilities include calling and verifying all 350 recipients on the NSWC list, verifying new referrals, and working closely with Law Enforcement Liaison to produce accurate address list.

Qualifications: Must be comfortable speaking on the phone, proficient in Excel, detail oriented, strong organizational skills, and work well under pressure to meet deadlines.

Hours: 30-40 hours total.

Reports to: NSWC Planning Committee Co-Chairs

Start Date: Majority of work starts October 1, 2018; one meeting prior

End Date: December 6, 2018

To Apply: No need to send us your resume! Please just send us an email (or letter) telling us about you and why you are qualified for this position.