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A 501(c)(3) Nonprofit Organization

Volunteer Position Description- Shopping 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: Shopping Coordinator

Position Description: Shopping Coordinator works with Tri-County TRIAD Board of Directors and NSWC Planning Committee to organize and execute an efficient and successful Shopping Day. Responsibilities include ensuring that all items are purchased, picked up, and ready to be packed for NSWC boxes, creating list of items to be purchased within the recommended NSWC budget, pre-ordering items from designated stores, coordinating pick-up dates and time of purchased and donated items, and coordinating truck, trailer and volunteers to assist with Shopping Day.

Qualifications: Must be able to work independently, be comfortable speaking on the phone, flexible, highly organized, and able to make quick decisions. The majority of this work can be done from your home or where ever you work best.

Hours: 1-2 hours per week leading up to event. Must be present at NSWC Planning Committee Meeting on **November X, 2018 at X:XX** (2 hours) and for Shopping Day on Tuesday, December 4, 2018 (up to 8 hours).

Reports to: NSWC Planning Committee Co-Chairs

Start Date: September 15, 2018

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.