



SACRAMENTO COUNTY  
DEPARTMENT OF

*Health & Human Services*

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**VOLUNTEER POSITION DESCRIPTION**

**Gifts From The Heart—Coordinator and Assistants:**

**The Position:** The Gifts From The Heart (GFTH) Program is a holiday gift-giving campaign benefiting foster children and the elderly in Sacramento County. The program serves clients of the Sacramento County Department of Health and Human Services, Child Protective Services and Senior and Adult Services. Each year, GFTH partnered with 90 community agencies to provide gifts to 4,000 foster children and nearly 700 seniors and dependent adults.

The GFTH Coordinator (volunteer) serves as a link between our community partners and the department. The Coordinator makes presentations to community groups (large and small groups) to recruit and retain their participation in the program. This requires that the GFTH Coordinator establish a rapport with the community partner agencies to maintain or increase their contributions (monetary and gift-donations). The Coordinator also screens gift referrals from the social workers and sends referrals to community partners to be filled with gifts. The GFTH Coordinator is supported by a team of departmental staff and actively participates in program planning.

We are also recruiting for GFTH Assistant volunteers to provide administrative support to the Coordinator, departmental staff, and overall program. This includes using the computer and email to screen and review gift referrals, mailing/faxing/emailing referrals to community partners, coordinating deliver and pick up of gifts, etc.

**Location:** GFTH is headquartered at 7001A East Parkway, Sacramento, 95823. In December, GFTH temporarily moves to a warehouse in the central Sacramento area. Both sites have free parking (ADA accessible).

**Days/Hours:** GFTH is a seasonal program that needs volunteers starting in September going through January. The GFTH Office operates Monday through Fridays, 8am to 5pm. Scheduling is flexible within these hours.

**Min. Qualifications:** Must be 18 years of age or older. All volunteers must pass a criminal background screening. The volunteer should be flexible, have strong computer skills (specifically in Microsoft Word, Excel and Outlook E-Mail), and be able to work in a team environment as well as independently with minimal supervision. The volunteer should be willing to work as part of a team with community partner agencies, department staff (including social workers) and other volunteers.

**To Apply or Questions?:**

Tammy Liu, Volunteer and Student Intern Coordinator, 875-2027

