

Volunteer Job Description**: Area Coordinator**

Birthday Dreams is a non-profit program dedicated to bringing joy to homeless children with the gift of a birthday party.

**Position Description**:

* Responsible for maintaining and developing new relationships with homeless shelters and transitional housing facilities within a specific area.
* Communicate by phone and in-person with counselors/representatives from shelters who currently partner with Birthday Dreams for onsite and Birthday-In-A-Box parties.
* Assist Director of Operations with developing relationships with new shelters/facilities and help Birthday Dreams expand its reach within the community.
* Regularly communicate with Party Coordinators within a specific region to answer questions/follow-up on parties/events.
* Attend onsite parties as convenient.

**Skills Required**:

* High degree of organization with good attention to detail.
* Self-motivated and able to take initiative on projects.
* Strong interpersonal, teamwork and diplomacy skills.

**Qualifications**:

* Reliable transportation to various shelters and transitional housing facilities.
* Previous experience as a volunteer with Birthday Dreams is desirable but not required.
* Non-profit donor development experience is desirable.

**Hours**:

* 6-8 hours a month. Time commitment is flexible; we will work with your schedule!

**Benefits**:

* Use your organizing and donor development experience to support creating fun birthday parties for homeless children.
* Bring a smile to a child’s face and help give them the gift of a birthday party!
* Support Birthday Dreams without traveling to Renton—do volunteer work in your local area.

**Work Site Location**:

* Work from your home, at the Birthday Dreams office in Renton or a combination of both.
* Visiting shelters and transitional housing facilities in your assigned location is expected.

**How to Apply**:

* Go to [www.birthdaydreams.org](http://www.birthdaydreams.org) to learn more about the organization and its volunteer program or call: (425) 988-3954.
* Apply online or indicate an interest in the position by sending an email to: [volunteer@birthdaydreams.org](mailto:volunteer@birthdaydreams.org)

**Reports To**:

* Shannon Avery, Director of Operations.

**Additional Info**:

* Criminal background check is required.
* Signing a Confidentiality Agreement is required.