



Volunteer Position: Programs Volunteer – Basket of Miracles Programs Department

Job Title: Volunteer (Unpaid)

Department: Programs Department

Status: Flexible, Part-time Unpaid Volunteer now through December 31, 2018
September – October 2018: 2 days per week for 3 hours (flexible)
November – December 2018: 1 day per week for 3 hours (flexible)

Our Mission: Miracles for Kids is a 501(c)(3) nonprofit serving children with life-threatening illnesses and the families that care for them. By operating programs that provide financial aid, basic needs, and wellness to patients and their families, Miracles for Kids creates stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids operates one office in Tustin, CA and a subsidized apartment complex, Miracle Manor, in Orange, CA.

Volunteer Overview:

- Help write family stories, call families for wish lists, pictures.
- Assist with mailings/letters
- Administrative tasks
- Organize donations

Preferred Qualifications:

- Spanish Speaker
- Reading/Writing Skills
- Verbal/Communication Skills
- Computer Skills

Work Environment:

- Part-time September – October 2018, 2 days per week for 3 hours at our Tustin Office
- Part-time November – December 2018, 1 day per week for 3 hours at our Tustin Office

INTERESTED? APPLY TODAY! Please email Sapphira Ha, *Programs Manager*, at sha@miraclesforkids.org.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.