



Holiday Cheer Program Manager Job Description

Job Title: Holiday Cheer Program Manager for Philomath Community Services (PCS)

Purpose of the Position: The Program Manager coordinates volunteers who collect and distribute food baskets, gifts, and hygiene baskets to low income families in the Philomath area and Western Benton county.

Program Managers are responsible for training and scheduling volunteers and donations. The Program Manager is the principle on-site volunteer responsible for coordinating all program activities locally, as well as for representing PCS at meetings. In addition, the Program Manager should help guide the program as it grows, and its objectives evolve to serve community needs. The Program Manager reports to the Executive Director.

Duties to be Performed:

The Program Manager should carry out the following tasks:

- Coordinate the activities of the Holiday Cheer program, ensuring that communication between other programs and the Executive Director is well established
- Develop and implement the process of collecting, purchasing and disseminating items for families in need
- Manage all administrative aspects of the Holiday Cheer program, including purchasing, record keeping, budget development and accounting documentation for the bookkeeper
- Develop in conjunction with the PCS Board of Directors, an annual work plan that is approved by the Executive Director
- Assist the Board of Director's PCS annual strategic plan update
- Recruit, orient and train volunteers for the program
- Encourage a cooperative environment between Holiday Cheer and local businesses.
- Help build strong and productive working relationships with appropriate public agencies and local and state levels.

Needed Characteristics and Training:

- c) Education and or experience in one or more of the following areas:

Volunteer Hours September through January: 75 hours a month

Program Manager Signature: _____ **Date:** _____