



## Volunteer Position Description

### Paper Angels Volunteer

Volunteers are an important link to our community and are integral to our mission and the important work that we do in northern Michigan. We strive to provide meaningful volunteer opportunities by offering a variety of experiences that can make a positive contribution to our organization and our community.

#### Goals of Position

To learn about our organization and become an ambassador for CFS by matching Paper Angels gift donors with Christmas wish lists from clients of CFS and partner organizations. To feel the reward of helping community members in need, making new friends, and feeling a little bit like “Santa’s Little Helper.”

#### Key Responsibilities

- Answering the phone
- Matching a donor to a wish list
- Copying, faxing, mailing and tracking wish lists

#### Location

CFS Office: 3785 Veterans Drive | TC, MI | 49684

#### Skills and Qualifications

- Completion of Volunteer Information Form and Confidentiality Agreement
- Comfortable communicating with others on the phone and in person
- Comfortable using a computer, copying, scanning and faxing, or willingness to learn
- Familiar with CFS and our mission
- A big smile and a warm, welcoming heart

#### Training and screening

An early November training session will be scheduled. If you are not available to attend you must schedule at time to come in to get training from the CFS Volunteer Coordinator before your first shift.

#### Time Commitment

3 hours shifts between 10 am-4 pm, between mid-November and Christmas

#### Supervision

Volunteer Coordinator, Kendra Luta  
[kluta@cfs3l.org](mailto:kluta@cfs3l.org) | 231.946.8975 x 1038

Our mission is to support the safety and well-being of children, youth, adults, and families during times of crisis, challenge, and life transition.