

Volunteer Job Title:	Santa's Hotline Volunteer	Job Category:	Special Events
Location:	Delta Township Admin. Bldg. 7710 W. Saginaw Hwy. Lansing, MI 48917	Schedule:	Approximately 1 ½ hours on a weekday evening in December
Level:	Volunteer	Position Type:	Single Day Special Event
Department Contact:	Barbara Kellogg – bkellog@deltami.gov		
Required Training:	A brief training will conducted immediately prior to the event		
Job Description			
<p>ROLE AND RESPONSIBILITIES</p> <p>This position includes making phone calls to area children acting as Santa Claus. Volunteers use information provided by parents to carry on a 3-5 minute phone conversation with each child.</p> <p>QUALIFICATIONS AND EDUCATION REQUIREMENTS</p> <p>Volunteers maybe required to pass a background check. No specific qualifications or education is required to volunteer for Santa's Hotline.</p> <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Good verbal communication skills, especially with children ages 2-12 • A fun, energetic attitude • Enjoy Christmas and working with children <p>ADDITIONAL NOTES</p> <p>Santa's Hotline Description:</p> <p>Santa Claus will be making personal phone calls to area children this December! If you would like your child to receive a call from Santa, please print and fill out the form below and send it in.</p>			
Revised 4/11/2014			