



JOB DESCRIPTION

Position Title: Hawthorne Heights “Birthday Crew” Member

Employment Category: Part-time/Volunteer

Organization Mission: New Jersey Community Development Corporation (NJCDC) is a private, non-profit community development and social service agency founded in 1994 with a mission of creating opportunities to transform lives in and around the City of Paterson. Our core work and organizational focus is on neighborhood revitalization, positive youth development, education, affordable and supportive housing, the preservation of the Great Falls Historic District, and direct public-policy innovation.

Volunteer Function: **To organize and implement a monthly birthday party for people with developmental disabilities.**

Reports to: Assistant Director of Residential Operations – Hawthorne Heights

Qualifications:

- Must be at least 16 years of age.
- Must demonstrate leadership capacity and sound judgment.
- Must have good interpersonal and verbal communication skills.
- Must be able to work effectively as a member of a team.
- Must pass all standard State of New Jersey background check requirements.
- Must have proof of physical and TB shot from past six months.
- Volunteers would need training similar to that of a residential counselor, such as First Aid/CPR training.

Expectations of Volunteer:

- Adheres to all NJCDC policies and procedures for volunteers.
- Maintains positive and respectful attitude.
- Performs volunteer duties as outlined by supervisor.
- Communicates regularly with supervisor about department and/or program issues.
- Consistently reports on time and is prepared to perform duties of position.

Essential Duties and Responsibilities:

- Plans and implements a monthly birthday party for residents.
- Requires regular commitment of once a month during the evening hours.

Contact:

- Please visit www.njcdc.org/volunteer to download a general volunteer application. When completed, please email to volunteer@njcdc.org. If you have any questions, please contact 973-413-1608.