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Charitable Registration # 11930 5449 RR0001

[yanacomoxvalley.com](http://yanacomoxvalley.com)

**Position:** YANA Christmas Cracker Campaign Coordinator

The YANA Christmas Cracker campaign is an annual fundraiser that has been running for close to 20 years. Each fall, volunteers lovingly handcraft 5,000 crackers filled with fun prizes which are then sold at various locations with the proceeds benefitting YANA.

**Responsibilities:**

- Taking the lead role in the coordination and delivery of YANA's annual Christmas Cracker fundraiser
- Execute all campaign logistics including ordering, coordination of crafting sessions, coordinating with retailers, delivery, promotion, etc.
- Play a major role in the crafting sessions: schedule and manage crafting sessions at the YANA office; set up, restocking, and organization of materials made available for volunteers at the crafting sessions; training lead volunteers and drop-in volunteers; and quality control

**Qualities:**

- highly organized and efficient
- confident in a supervisory position and volunteer management
- excellent communication skills, social
- exceptional attention to detail
- aptitude and enjoyment in arts and crafts
- availability and flexibility during September, October, and November with fewer responsibilities in December\*

\* This position will require some time in September and December but the main commitment is approximately 30 hours per week during most of October and possibly the first week of November. YANA is ideally seeking a recurring commitment of three years with the intent to recruit and train a successor in the third year.

To apply contact Ocean Varney [volunteer@yanacomoxvalley.com](mailto:volunteer@yanacomoxvalley.com) or 250-871-0343. The successful applicant will receive training in early September 2017.