



# SANTA'S WORKSHOP MISSION AND POSITION DESCRIPTIONS

## **SANTA'S WORKSHOP PROGRAM DESCRIPTION**

Santa's Workshop is a toy collection drive to benefit local children (ages 3 – 5) and families in need. The program collects donated toys and gifts for distribution at the Santa's Workshop event held on December 2, 2011. The event brings children to campus, where they have the opportunity to interact with the Baylor community, students and volunteers; have a meal; meet Santa and Mrs. Claus; and receive an age-appropriate gift. Santa's Workshop is a collaborative event bringing together various student organizations, student volunteers, Staff Council, the Department of Student Activities and many more.

## **MISSION**

Santa's Workshop seeks to engage children (ages 3 – 5) registered in a Head Start Child Care program and eligible families by providing a positive interaction and experience with the Baylor community. The mission of the Santa's Workshop Steering Committee is to enhance the experience of participants and volunteers. The Steering Committee will promote awareness of the Santa's Workshop program and enhance interaction between members of the Baylor and Waco community.

## **COMMUNITY INVOLVEMENT (2 Positions)**

Coordinate with local Head Start programs and daycare facilities to arrange their involvement in Santa's Workshop. This individual may be called upon to go to some local facilities to meet with teachers and administrators in an effort to boost community involvement. This person will work closely with Campus Logistics and Liaison committee members to coordinate transportation and arrival for event participants.

## **CAMPUS LOGISTICS AND LIAISON (2 Positions)**

Coordinate the details of space reservations, physical arrangements for the rooms, and event decorations and planning by coordinating with campus partners (Staff Council, Baylor Dining Services, etc).

## **VOLUNTEER COORDINATOR (3 Positions)**

Coordinate volunteers to wrap gifts prior to the event and work the December 2 event. The Volunteer Coordinator will work closely with Baylor University Athletics and Spirit Squads to coordinate these groups' efforts and time at the event.

## **DECORATIONS (2 Positions)**

Coordinate the decorations for the event by developing a decorations plan, working with the Baylor Activities Council to acquire decorations from Christmas on 5<sup>th</sup> festivities, organizing crafts for the children and running the decorations party prior to the event.

# 2011 SANTA'S WORKSHOP STEERING COMMITTEE APPLICATION



NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PERMANENT ADDRESS: \_\_\_\_\_

PREFERRED EMAIL: \_\_\_\_\_

CLASSIFICATION: (circle one) FRESHMAN      SOPHOMORE      JUNIOR      SENIOR

PLEASE LIST YOUR OTHER TIME COMMITMENTS THIS SEMESTER: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE INDICATE THE TWO POSITIONS FOR WHICH YOU THINK YOU WOULD BE THE BEST FIT AND EXPLAIN WHY YOU WOULD EXCEL IN THESE POSITIONS:

FIRST CHOICE: \_\_\_\_\_

SECOND CHOICE: \_\_\_\_\_

PLEASE TYPE RESPONSES TO THE FOLLOWING QUESTIONS/STATEMENTS:

1. Why are you interested in being part of the Santa's Workshop Steering Committee?
2. Please describe the ways in which you believe a program like Santa's Workshop contributes to both the Waco and Baylor community.
3. What past experiences of yours prepare you to serve as a member of this committee?
4. If selected to serve on the Steering Committee, what strengths would you contribute?

*Please return your completed application to the Department of Student Activities (Bill Daniel Student Center, First Floor) no later than 5:00pm on Friday, September 16, 2011. Please sign up for an interview time when submitting your application.*