**Christmas Caravan for Kids**

**Role Title:** Social Media Chair

**Location:** Denver (Metro Area), CO/ Virtual

**Time:** Couple hours per month (more hours will be required leading up and during event months)

**About the role:** This is an unpaid volunteer position within the Christmas Caravan for Kids board. Social Media Chair would assist with CCFK Facebook page and website; and help plan, organize and assist where needed during charity events. Each volunteer on the board brings their own perspective to the charity and has an opportunity to voice their opinion and creative input of running the charity events.

**About CCFK:** Christmas Caravan for Kids (“CCFK”) is a 501(c)(3) public charity. Formed in 2004 as a way for the four-wheel drive enthusiasts to give back to their community, especially children. Partnering with the Marine Air Control Squadron-23 (MACS 23) to support USMC’s Toys for Tots foundation, CCFK puts on a one-day event the first Saturday in December every year. The event is multifaceted in that several caravan locations are set up around the metro area for the community to caravan to the event location; where a toy donation is their ticket into the event. Once at the event, participants can enjoy 4x4 style competitions, visit with vendors and partake in a raffle. All toy donations go directly to Toys for Tots.

Starting in 2021, CCFK will be attempting our first Christmas in July event to collect canned and dry food donations for local food banks.

**Responsibilities:**

* Publish Facebook content and build brand presence throughout the year as well as during charity events
* Maintain and update as necessary the CCFK website
* Attend board meeting the third Monday of every month and other board meeting as scheduled for event planning
* Attend, and help facilitate single day events - Christmas Caravan for Kids event the first Saturday in December and Christmas in July event.
* Be an informed point of contact for events in regards to event activities

**Desired Skills**

**And Experience:** Candidate should have a passion for volunteer work.

* Proficiency with Facebook as well as Wix.
* Ability to effectively communicate information and ideas in a written and verbal format.
* A team player with sense of humor
* A basic understanding of the 4x4 community, their vehicles and vehicle modifications is encouraged but not required.

**Contact us to apply**

If you are interested in joining the CCFK team, please email info@christmascaravanforkids.org to apply.