



JOB DESCRIPTION

Job Title: Christmas Tree Setup & Decorator (Seasonal)

Department: Fundraising

Job Status: Contract

Reports to: Public Relations and Development Officer

Positions Supervised: N/A

Work Schedule: Scheduled appointments during the week is essential, with some weekends required. Flexible hours, with peak activity during the last two weeks of November, first week in December, and end of December to early January.

Contract Duration: November to January (Seasonal)

Amount of Travel Required: 100%. Will be in businesses and residences throughout El Paso.

Wage Scale Min: \$12/hour

Wage Scale Max: \$12/hour

Summary/Objective

PdN Children's is a nonprofit dedicated to serving children with special needs. Our unwavering mission is to help these children reach their fullest potential. As we proudly commemorate our 75th Anniversary, join us in celebrating the 50th Anniversary of our beloved Christmas Street gala. Over the decades, our uniquely crafted Christmas trees have been the centerpiece of this festive tradition in the El Paso region. As our Christmas Captain, you'll play an integral role in ensuring these trees shine brightly in homes and businesses, furthering our rich legacy and impactful mission.

General Duties

- Coordinate and manage volunteer teams for tree setup and takedown.
- Work closely with donors and buyers to schedule tree installations and removals.
- Ensure trees are decorated, installed, and removed in line with the "*Christmas Street Method*."
- Address and troubleshoot any on-the-spot challenges during tree installations or removals.
- Provide training and guidance to volunteer teams, ensuring consistent and high-quality setups.

Required Education and Experience

- Must possess reliable transportation.
- Demonstrated experience in volunteer coordination or event management.
- Strong organizational skills, with the ability to multitask during the busiest periods.
- Stellar interpersonal and communication skills.
- Proven leadership abilities to motivate and guide teams, ensuring every volunteer feels recognized and efficient in their roles.
- Must be available on-call throughout the week, with some weekends required.



Preferred Education and Experience

- Possess the ability to transport trees from storage facilities, especially with access to a truck.
- A keen eye for creative decoration.
- Familiarity with the El Paso region.
- Problem-solving prowess, especially for addressing logistical challenges.

Compensation:

- \$12/hour for each tree set-up and taken down. Time estimate is about 3-4 hours/tree. Number of trees vary and time is coordinated based on the number of trees sold for the season.
- Mileage: Reimbursed at a standard rate for work-related travel.

Benefits:

- Comprehensive training on the "Christmas Street way" of decorating.
- Mileage reimbursement.
- This is an opportunity to contribute to a significant community event, directly impacting the mission of PdN Children's.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Work Environment

- Work at various locations throughout the El Paso region.
- Must be able to lift and move items, including Christmas trees and decorations, with the assistance of volunteers.
- Coordinating and working alongside volunteers during installations and takedowns.
- Being on-call and ready to troubleshoot any unexpected issues or challenges.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Abilities

Stand N ☐ O ☐ F ☒ C ☐

Walk N ☐ O ☐ F ☒ C ☐

Sit N ☐ O ☒ F ☐ C ☐

Manual Dexterity/Touch N ☐ O ☐ F ☐ C ☒

Reach Outward N ☐ O ☐ F ☒ C ☐

Reach Above Shoulder N ☐ O ☐ F ☒ C ☐

Lift /Carry

☐ 10 lbs or less

☒ 11-20 lbs

☐ 21-50 lbs

☐ 51-100 lbs

☐ Over 100 lbs

Push / Pull



Climb N ☐ O ☐ F ☒ C ☐

☐ 12 lbs or less

Crawl N ☐ O ☒ F ☐ C ☐

☒ 13-25 lbs

Squat or Kneel N ☐ O ☒ F ☐ C ☐

☐ 26-40 lbs

Bend N ☐ O ☐ F ☒ C ☐

☐ 41-100 lbs

Vision (Near, Distance, Color, Peripheral, Depth Perception) N ☐ O ☐ F ☐ C ☒

N (Not Applicable) Activity is not applicable to this occupation.

O (Occasionally) Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)

F (Frequently) Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)

C (Constantly) Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Signatures

This job description has been approved by all levels of management:

CEO _____

Date _____

COO _____

Date _____

CFO _____

Date _____

HR Director _____

Date _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____

Date _____