

COMMUNITY CENTER SHANGHAI
**GIVING TREE CHILDREN'S CONNECTION TEAM
POSITION OUTLINE**

GIVING TREE PROJECT OUTLINE

The Giving Tree is a program run by the Community Center Shanghai (CCS). The mission of the Giving Tree is to provide a way for individual donors to speak into the life a child by providing items of need and encouragement in the form of a gift bag.

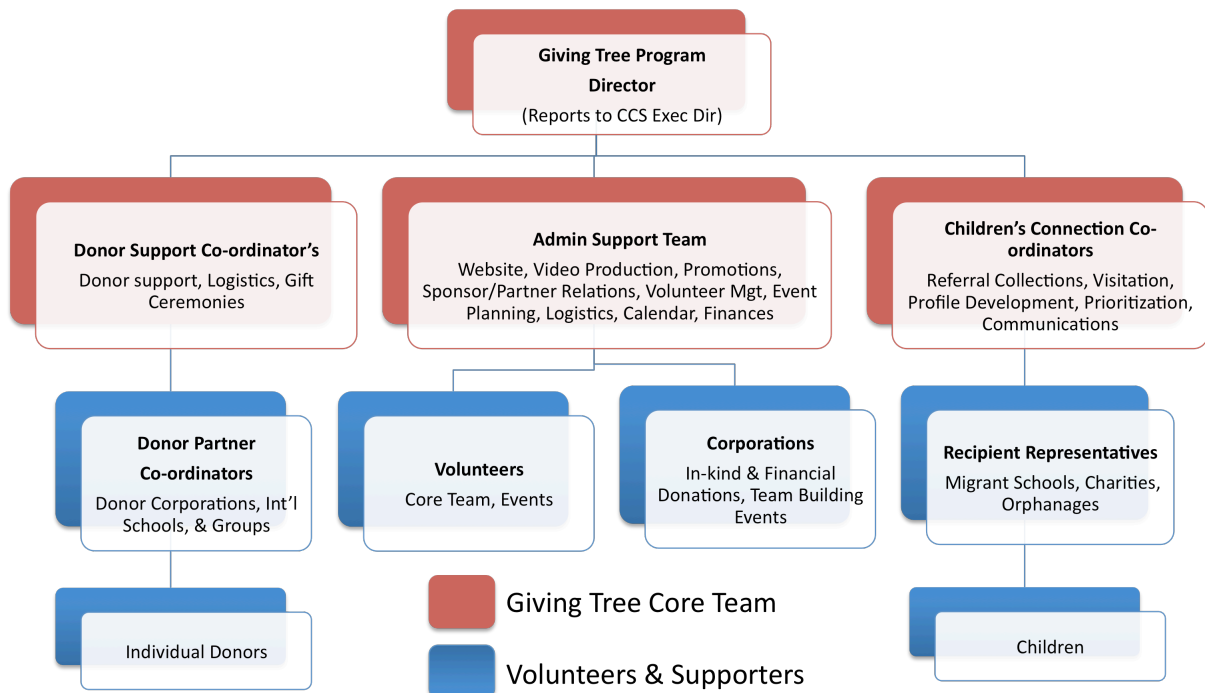
Children in need are located early in the year and are selected from the neighbouring migrant community and orphanages in Shanghai and beyond. In October empty bags are distributed to organizations in the local community. Individual donors who want to help a child, can check out a gift bag through the volunteer coordinator at their school, church or company. Donors, then fill their child's bag with 5 needed items (shoes, clothes, school supplies and a toy) plus a note of encouragement.

Donor representatives then join the Giving Tree Core Support Team in handing out their bags directly to the children in late November/early December.

GIVING TREE CORE TEAM MISSION

We provide opportunities, connections, and processes to empower our donors to bring joy and encouragement to needy children.

GIVING TREE CORE TEAM



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CHILDREN'S CONNECTION TEAM GOAL

To identify, evaluate, and communicate with Recipient Organizations who serve deserving/needful children.

OBJECTIVES

- Find the most needy children in the Shanghai area, surrounding areas, and beyond.
- Set expectations, maintain contact, and schedule meetings with selected Recipient Organizations
- Split responsibility for each Recipient Organization among a small team of translators

TEAM SIZE

Total of 9 positions

- 3 in Puxi (3-4 Schools each)
- 3 in Pudong (3-4 Schools each)
- 1 for the Orphanages
- 1 for the High School Scholarship program
- 1 for the Mountain Village Schools

AREAS OF RESPONSIBILITY

PHASE ONE:

- 1) Recipient Visits: Contact key organizer, visit & create profile of school/children's needs
- 2) Prioritization of Groups: Review groups, prioritize based on need, and provide information to Program Director by mid March.

PHASE TWO:

- 3) Gather Children's Data: Work with the recipient organizers & donor coordinator to schedule Weigh & Measure Day/Method (Early Sept) Complete Map of School/Classrooms, Map & Driving Directions to Schools, Take pictures
- 4) Liaise with school principal about the ceremony, make recommendations
- 5) Translate School Data (optional)

PHASE THREE:

- 6) Assist with bag transportation arrangements
- 7) Gift Giving Ceremony Plans: Assist Donors in communicating with Recipient Contacts, attend ceremonies in late November /Early December, make speeches, and assist with translation.

KEY TASKS & DELIVERABLES

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- 1) Profiles of Recipient Groups
- 2) Collection and presentation of student and school data
- 3) Successful ceremony
- 4) Translation support prior to events and at events.

TIME COMMITMENTS

Phase One:

- Onsite visits X 3-4 (allow half a day each, plus travel) Feb-March
- Communication (approx 2-4 hours)
- Preparing reports, approx 8 hours

Phase Two:

- Onsite visits X 3-4 (allow half to a whole day each, plus travel) Early Sept
- Communication (2-4 hours)
- Preparation of Map of School/Classrooms, Map & Driving Directions to Schools (4-6 hours)
- Data translation (4-30 hours : Assistance can be provided for this if required)

Phase Three

- Onsite visits / attendance at ceremonies X 3-4 (allow half day, plus travel) Late Nov/early December
- Communication (2-6 hours)

REPORTS TO

Giving Tree Program Director