

Billings St. Jude Dream Home Ticket Office Volunteer

Reports to: ALSAC/St. Jude Staff member

Summary: A team of two or more volunteers will perform set tasks required to process reserved tickets for the St. Jude Dream Home Giveaway in Billings, MT. This will include picking up mail from a PO Box, depositing checks at a specific bank, and data entry into an online system. This position helps to extend the resources of St. Jude Children's Research Hospital in the local market.

Essential Duties and Responsibilities

- Data entry
- Filing
- Maintenance of office space
- Driving
- Other duties specifically around coordination of special events, or as assigned

Requirements

- Must pass a background check
- Must be dependable and punctual
- Respect and maintain confidentiality of St. Jude Children's Research Hospital and donor information
- Computer skill, including printing are desired
- Attends general volunteer orientation
- Completes office orientation which includes training

Training and Time Commitment

- Introductory and ongoing training conducted by ALSAC Staff
- Time Commitment: approximately 15-20 Hrs. a week for a 4-month span, any weekday

Volunteer Benefits

- Knowledge that you are volunteering for St. Jude Children's Research Hospital
- Free refreshments!

- Free parking if needed.

About The St. Jude Dream Home Giveaway

The St. Jude Dream Home® Giveaway is a community service project that everyone can get behind and support. The program involves selling a limited number of \$100 chances to win a brand new, single-family home. Each home has a market value in the range of \$300,000 to \$700,000, and is built largely with generous donations of land, labor and materials. Each campaign includes an extensive 10-12 week comprehensive marketing strategy that involves TV, radio, print, social media and direct mail, as well as community event efforts.

About St. Jude Children's Research Hospital®

St. Jude Children's Research Hospital is leading the way the world understands, treats and defeats childhood cancer and other life-threatening diseases. Its purpose is clear: Finding cures. Saving children.®

It is the only National Cancer Institute-designated Comprehensive Cancer Center devoted solely to children. Treatments invented at St. Jude have helped push the overall childhood cancer survival rate from 20% to more than 80% since the hospital opened in 1962. St. Jude won't stop until no child dies from cancer.

St. Jude shares the breakthroughs it makes, and every child saved at St. Jude means doctors and scientists worldwide can use that knowledge to save thousands more children.

Because of generous donors, families never receive a bill from St. Jude for treatment, travel, housing or food, so they can focus on helping their child live.

Visit [St. Jude Inspire](#) to discover powerful St. Jude stories of hope, strength, love and kindness. Join the St. Jude mission by visiting stjude.org, liking St. Jude on [Facebook](#), following St. Jude on [Twitter](#), [Instagram](#), [LinkedIn](#) and [TikTok](#), and subscribing to its [YouTube](#) channel.

Contact Jamie Nguyen for more information or to apply

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