



## Group Leader

Reports to Volunteer Coordinator

Part Time / Non-Supervisory

## Job Summary

As a group leader your primary responsibility is to host and direct groups of volunteers in making and packaging Phil's Friends care packages, creating a positive volunteer experience. You will also assist with inventory management and perform some general warehouse labor.

## Responsibilities

- Greet volunteers, direct check-in, communicate the mission of Phil's Friends to volunteers, and deliver presentations to diverse groups.
- Instruct volunteers on the process of building a Phil's Friends care package and making cards, monitoring volunteers to ensure proper adherence to the process.
- Ask volunteers to donate through financial gifts.
- Interact with volunteers to promote more engagement with Phil's Friends, driving care package requests, and encouraging volunteers to return.
- Lead a brief Christian prayer, inviting volunteers to pray for cancer patients.
- Complete production and volunteer reports for each volunteer shift.
- Perform some general labor and warehousing tasks.
- Assist with receiving and processing inventory, utilizing inventory management software.
- Clean and maintain the appearance of the Hope Center and orientation room.
- Perform other duties as assigned.

## Qualifications

- Must be 18 years of age or older.
- Experience with and passion for Christian nonprofit organizations; with some history of volunteering or working for these organizations.
- Commitment to support, promote, and effectively communicate Phil's Friends' mission, and goals.
- Strong interpersonal and group communication skills.
- Ability to respectfully communicate and work with diverse groups varying in age, religious beliefs, ethnicity, ability level, etc.
- Ability to stand for long durations of time and use a variety of motor skills to push, pull, and lift up to 30 pounds.
- Ability to assertively coordinate and delegate.
- Flexible, adaptable, and able to troubleshoot.
- Charitable desire to serve those in the cancer community.
- Occasionally participate in organization events outside of regular schedule.

## Schedule

- Flexible hours, subject to staffing needs; Hours vary each week.
- Availability at least one evening each week and at least one Saturday each month.
- Regular team meetings.

To apply, send a cover letter and resume to [info@philsfriends.org](mailto:info@philsfriends.org)  
Type "Group Leader" and your first and last name in the email subject line.