



Hope Center Coordinator, *Part Time*

Reports to: VP of Operations

JOB SUMMARY The Hope Center Coordinator will use their interpersonal, leadership, and coordination skills to recruit and manage volunteers for Phil's Friends through the Hope Center and off-site volunteer opportunities

SUMMARY OF ESSENTIAL JOB FUNCTIONS

- Hope Center
 - Group Session Scheduling
 - Respond to requests that come in through the Phil's Friends website and other venues of communication
 - Reach out to recruit new groups to join and serve in the Phil's Friend Hope Center
 - Hope Center Staff Management
 - Staff Scheduling
 - Onboarding of New Staff
 - Host Monthly Staff Meetings (With VP of Operations)
 - Conduct Interviews for Applicants (With VP of Operations)
 - Hope Center Organization
 - Inventory
 - Management of Inventory
 - Recruitment of Inventory Donations
 - Create and execute plans for engaging volunteers to accomplish tasks in Hope Center to eliminate excess staff time.
 - Processing of and shipping of Care Packages

MINIMUM REQUIREMENTS

- Demonstrates and maintain a passion for the mission of Phil's Friends.
- Ability to work independently with and without direction as well as provide clear direction.
- Strong work ethic and high ethical standards, good steward of resources.
- Ability to communicate effectively via verbal and in written format.
- Effective time management.
- Able to work with confidential information.
- A heart for serving those in the cancer community.
- Desire to serve the community.

SKILL REQUIREMENTS

- Ability to make sound (sometimes quick) decisions.
- Computer literate (e.g., Word, Excel, Powerpoint, internet research, e-mail).
- Strong interpersonal communication skills.
- Ability to operate standard office equipment (e.g., fax, printer, copier, scanner, etc.).
- Ability to work with others in a fast-paced environment.
- Ability to provide outreach to those in need.

DISCLAIMER *The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time; as needed.