



Volunteer Position

Job Title: **Family Outreach Lead**
Department: **TRF Families**
Reports to: **Michelle Gonzaga**
Terms of Service: 90-day Initial Appointment
1-year Appointment
Date: November, 2018

Essential Duties

- Alongside Outreach Director determine unique and effective strategies for new and engaging family outreach efforts.
- Under direction of Outreach Director coordinate in-person maintenance and execution of the TRF Pen Pal Program.
 - Sorting, packing, shipment of letters and gifts to TRF families.
- Assist in administrative management and stewardship of Family Outreach Ambassadors:
 - Family Cheer Committee
 - Peer-to-Peer Outreach Program (survivors, former/current TRF families who wish to volunteer, parents of deceased children – high sensitivity group)
 - Assist with maintaining accurate contact lists for above.
- Create and maintain a family outreach plan and calendar with Michelle.
- Represent the Tyler Robinson Foundation in the community.
- Staff local community and workplace outreach opportunities.

Core Competencies

Mission Focused

- Commitment to TRF's mission of assisting pediatric cancer families both financially and emotionally. This commitment drives performance and professional motivation.

Collaborator

- Understands the roles of contributions of all sectors of the community and can mobilize resources (financial and human) through meaningful engagement.

Brand Steward

- Steward of the TRF brand and understands his/her role in growing and protecting the reputation and results of the greater network.

Relationship-Oriented

- Understands that **people come before process**.
- Astute in cultivating and managing relationships.

Results-Driven

- Dedicated to shared and measurable goals for the common good; creating, resourcing, scaling, and leveraging strategies and innovations for broad investment and impact.

Education, Skills, Experience, and Training Required:

- Microsoft Office
- Internet Explorer
- Excellent written/oral communication skills.
- The incumbent in this position may operate any/all of the following equipment: telephone, cell phone, and copy machine; computer, printer and related equipment; copy machine; audio-visual equipment; calculator.

Time Commitment:

- 7.5 or more hours per week (can be fulfilled remotely).

Support:

- Training will be provided by Michelle Gonzaga, Director of Outreach.

Physical Activity

In the course of performing this work, the incumbent:

- May occasionally lift and/or move up to 10 pounds.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

If interested, please visit ([TRF link](#)) to complete a Volunteer Profile.