



## Volunteer Position

Job Title: **TRF Main Office Volunteer**  
Department: **TRF Main Ofc.**  
Reports to: **Regina Johnson**  
Terms of Service: 1-year Appointment  
Date: November 2018- November 2019

### Essential Duties

- Assist Office Manager with Administrative Duties
  - Mailings
  - Document filing
  - Document sorting
  - Update inventory for checkout
  - Track incoming/outgoing FedEx packages
  - Make copies and program packages for Outreach initiatives.
  - Phone calls to assist with TRF Gala silent auction items.
  - Assist with mailings by sending out merchandise.
  - Organize merchandise for TRF families, Team TRF and TRF Ambassadors.
- Other duties as assigned

### 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 partnerships.

#### 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
- Google (docs, spreadsheet, slides)
- Internet Explorer
- Reliable
- Flexible
- Excellent written/oral communication skills

**Time Commitment:**

- Up to 5 hours per week as needed.

**Support:**

- Provided by Regina Johnson, TRF Office Manager.