



Volunteer Position

Job Title: **TRF Street Team Events Lead**
Department: **TRF Ambassador**
Reports to: **Ashley Burney**
Terms of Service: 90-day Initial Appointment
1-year Appointment
Date: November, 2018

Essential Duties

- Event Assistance
 - Greeting guests
 - Registration
 - Setup/breakdown of equipment
 - Silent auction
- Outreach Initiatives
 - Developing events calendar
 - Collect Pen Pal letters from community partners.
 - Place phone calls to community partner for tabling events.
 - Staff local community and workplace outreach opportunities.
 - Represent the Tyler Robinson Foundation at events in the community.
 - Determine unique and effective strategies for new and engaging outreach efforts.
- 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
- Mobile (provide own transportation)
- Customer Service Oriented
- 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:

- **As needed** 7.5 or more hours per week

Support:

- Training will be provided by Ashley Burney, Director of Ambassador Programs and Community Partnerships.

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.