Volunteer Position

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

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.