Volunteer Position

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

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.