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

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.