

Volunteer Coordinator

Under direction of the Executive Director (ED) will coordinate volunteers for the Rocky Mountain Chapter.

Job Description:

- Develop and maintain volunteer database
- Develop and maintain volunteer descriptions
- Coordinate and schedule volunteers as needed for various committees, events & activities
- Coordinate volunteer training
- Develop a volunteer recognition program
- Work with staff/Board to plan annual volunteer appreciation event during Volunteer Week

Hours: 10-15 hours/month (responsibilities may be divided with other co-coordinators)

Skills Required: Database management experience, sound organizational and people skills

Office Support Volunteer

Under direction from ED perform a variety of administrative and clerical duties.

Job Description:

- Answer telephone
- Copying
- Data entry and database maintenance
- Document preparation
- Assist with bulk mailings
- Filing

Hours: 4-5 hours/week

Skills Required: General office experience including proficiency in Microsoft applications.

Advocacy Volunteer

Under direction of Board President coordinate advocacy efforts.

Job Description:

- Compile and maintain database with congressional delegations CO & WY
- Make contact with health legislative aide of each legislator
- Recruit constituents to call on their legislators
- Attend meetings with constituents and legislators
- Arrange for advocacy table at all Chapter events
- Coordinate signing and mailing of advocacy letters to legislators' local offices
- Identify new cosponsors (www.Thomas.loc.gov)

- Become familiar with Scleroderma Foundation's National Advocacy website and proposed legislation
 - Participate on conference calls held by National Advocacy Committee
- Hours: 3-5 hours/month

Skills Required: Effective communication skills, basic computer skills, reliable transportation.

Awareness Volunteer

Under direction of Board President or ED coordinate awareness campaigns to general public and within medical community.

Job Description:

- Deliver Foundation and Chapter materials to doctors
- Deliver event materials and quarterly newsletters to doctors and local businesses
- Update and expand Chapter's doctor mailing list
- Research awareness opportunities that fit with the Foundation's mission
- Schedule presentations at business and civic organizations

Hours: 5-10 hours/month

Skills Required: Good communications and people skills, reliable transportation.

Board Member

Under direction of Board President and Executive Committee.

Job Description:

- Attend quarterly Board meetings
- Actively participate on at least one committee
- Actively participate in Chapter events
- Fundraising
- Exercise reasonable care and skills in management of Chapter affairs
- Participate in Board decisions and accept responsibility for those decisions
- Work with and make recommendations to provide support for the long term strategic plan of the Chapter
- Disclose and properly act on conflicts of interest
- Preserve and protect the assets of the Chapter
- Support the Chapter by making a personal and meaningful annual donation of time, money, or materials

Hours: 7-10 hours/month

Skills Required: Networking skills, effective communication skills, basic computer skills, reliable transportation.

Call Team Leader

Under direction of ED or Board member.

Job Description:

- Coordinate call teams
- Assist with developing call scripts
- Communicate with call team members to ensure calls are being made timely
- Organize results to report to ED or Board member

Hours: 8-10 hours/month

Skills Required: Good communication skills, basic computer and database skills.

Call Team (Donors) Volunteer

Under direction of Call Team Leader contact past and potential donors using call scripts.

Job Description:

- Call past donors and sponsors to thank them
- Contact potential donors and sponsors
- Document results of contacts to report to Call Team Leader

Hours: 5-8 hours/month

Skills Required: Good communications skills.

Call Team (Members) Volunteer

Under direction of Call Team Leader contact Chapter and Foundation Members using call scripts.

Job Description:

- Call Chapter members to remind them of support groups or other Chapter events
- Call Chapter members to update contact information for member database
- Call Chapter members who have not attended any events or support groups in recent past to ask how they are doing (support group call teams)
- Document results of call to report to Call Team Leader

Hours: 3-5 hours/month

Skills Required: Good communications skills.

Communications Volunteer

Under direction of ED coordinate Chapter communications including media and social media.

Job Description:

- Assist with developing and maintaining annual communications calendar including all Chapter and applicable Foundation events, meetings, and activities
- Assist with drafting email blasts (monthly and for events)
- Assist with quarterly newsletter in conjunction with ED
- Assist with drafting and distributing press releases
- Maintain media contact database
- Develop relationships with local media contacts
- Assist with expanding Chapter presence on Facebook and Twitter (Pinterest, Tumblr)

Hours: 10-12 hours/month

Skills Required: Media or social media experience, advanced computer skills, communication and people skills, reliable transportation.

Fundraising

Under direction of ED perform a variety of duties involved with raising funds to support Chapter programs and administration and to fund research.

Job Description:

- Develop database of prospective donors
- Prepare and disseminate information to prospective donors
- Follow up with prospective donors
- Develop relationships with business and civic leaders in the community
- Solicit donations

Hours: 5-10 hours/month

Skills Required: Experience in fundraising, reliable transportation.

Grant Writing

Under direction of ED research and prepare grant applications.

Job Description:

- Research grants that fit with Foundation mission
- Develop relationship with grantors
- Assist with writing and submitting grant applications

Hours: 5-10 hours/month, may vary based on grant application requirements and deadlines

Skills Required: Experience in grant writing.

Hosting Display Tables at Events

Under direction of ED, Board or Committee represent Chapter and Foundation at various events

Job Description:

- Effectively set up and breakdown exhibit
- Arrange for pick up and return of Chapter materials
- Discuss scleroderma and Chapter challenges (volunteers, awareness, and fundraising) with visitors
- Events include, but are not limited to: Patient Education Day, 9Health Fairs, 2040 Health Summit, Auraria Campus events, The Center for African-American Health Expo, volunteer fairs and medical symposiums

Hours: 2-5 hours/month

Skills Required: Knowledge of scleroderma and challenges of the Chapter, effective communication skills, reliable transportation.

Mailings

Under direction of ED assist with Chapter mailings.

Job Description:

- Prepare Chapter materials for mailing

Hours: 2-5 hours/quarterly or as needed for event mailings

Skills Required: None.

Stepping Out Walks

Under direction of Committee Chair assist with planning for Stepping Out Walks.

Job Description:

- Solicit sponsors
- Coordinate volunteers for at event
- Coordinate supplies for event
- Media and event promotions
- Team Coordinator to communicate with participants to encourage fundraising and team development

Hours: 5-10 hours/month for 8-10 months preceding event, will vary based on position above.

Skills Required: Organization skills and ability to work well with others.

Support Groups

Under direction of ED or Board liaison organize and coordinate educational and emotional support group activities.

Job Description:

- Schedule, organize and execute periodic meetings for member support groups
- Organize and schedule speakers or presenters as required
- Notify members of scheduled meetings (see Call Teams (Members) above)
- Prepare educational material as needed
- Work with ED or Board liaison to provide all required annual documents to National and keep website and Facebook events updated

Hours: 3-5 hours/month

Skills Required: Ability to plan and organize meetings and be empathetic to scleroderma patients and caregivers.

NOTE: Training will be provided by the Chapter as needed or requested for all of the above volunteer descriptions.