



Position Title: Medical Supplies Drive Coordinator

Department: Volunteer Services

Reports to: April Robison

FLSA Status: Volunteer – 1 year

Revision Date: June 2009

Position Summary: Responsible for acting as a liaison between SU and communities or countries in need of medical supplies in addition to driving the procurement and shipping of medical supplies.

<u>ESSENTIAL RESPONSIBILITIES</u> : <i>List the essential job functions. Please limit to 3-5 functions of the position starting with the most important. Also indicate the approximate % of time spent performing each of these functions.</i>	%
<p>1. Coordinator Responsible for creating, documenting and implementing medical supply donation strategy for SU. Contributes to a team environment; through effective collaboration and communication, and shares information, responsibilities and decision making with others in pursuit of a common philanthropic purpose. Responsible for periodic program evaluation against SU's goals and objectives and communication to other team members. Facilitates procurement and dissemination of medical supplies and equipment to areas in need. Solicits donors to provide monetary donations and/or medical supplies.</p>	50%
<p>2. Public Relations Establishes partnerships with all facets of the community, corporations and other non-profits. Continually explores new opportunities to acquire medical supplies.</p>	50%
<p>3. Administrative Maintains required record and documentation of all donations and provides updates to Director of Fundraising. Responsible for shipping medical supplies to designated areas.</p>	10%



REPORTING RELATIONSHIPS: Describe the nature of supervision over others. Attach current organization chart including direct (solid line) and functional (dotted line) relationships. Please ensure that it shows incumbent's name and position titles of peers, staff and supervisor. Include employment status: regular/ full-time/part-time employees, temporaries, interns, consultants, etc.

How many full-time, part-time, interns, consultants and other at Affinity Credit Union report directly and indirectly to this job? (Check one from each column.)

#of volunteers reporting to this job?	#of Interns reporting to this job?	#of part-time volunteers reporting to this job?	#of full-time volunteers reporting to this job?	# of Consultants reporting to this position?	# of Vendors reporting to this position?
<input type="checkbox"/> 1-2	1	2-3	0	0	1-2

SPAN OF CONTROL/SCOPE: The degree of autonomy and the impact of decisions is measured by "Freedom to Act."

FREEDOM TO ACT – The extent of personal, procedural or systematic guidance or control.

	Yes
Limited: Subject to explicit instructions covering simple tasks. <i>Example: summer interns; clerical</i>	
Prescribed: Subject to general instructions covering assigned tasks and/or close systematic supervision. <i>Example: coordinator; administrative</i>	
Controlled: Subject to instructions and established work routines and/or supervision and general instruction. Typically managed by "after the fact" review. <i>Example: specialists</i>	X
General: Subject to general practices and procedures and/or work instructions and supervision of progress, results and achievements. <i>Example: supervisors; managers</i>	
Autonomous: Subject to broad practice and/or unchartered solutions influenced by functional precedents and policies. <i>Example: executive, vice president and asst. vice president</i>	

CONTACTS AND INTERACTIONS: Contacts that are cross-functional are believed to increase complexity because they require more diversity of thought and action. The purpose of the interface represents the relative impact of the positions essential responsibilities.

Review the list below of internal and external contacts for those the incumbent regularly and frequently interact with outside your immediate work group. For only those contacts required to perform the major activities of this job, please check the appropriate box(es) and describe the typical purpose of the contact.

Definitions:

- Exchange Information – give and/or receive information verbally, in writing, or over the phone
- Advise/Consult – give advice/counsel based on professional background, specialized knowledge, and experience
- Negotiate/Influence – promote or sell an idea, service, or product to others
- Provides Direction and/or approval – has the authority to direct the efforts of others and/or approve project deliverables.



Frequency:

Seldom – once per month or less

Occasionally – on a weekly or monthly basis

Frequently – more often than weekly

Internal Contacts:	Exchange	Advise/ Consult	Negotiate/ Influence	Provides Direction/Approval
Board Members	XO	XO	XO	
Executives	XO	XO	XO	
President	XF	XF	XF	XF
Direct Reports	XO	XO		XO
Peers	XF	XF	XF	
Managers	XF	XF	XF	
External Contacts:				
Volunteers	XF	XF		XF
Vendors	XO	XO	XO	XO
Consultants				
Government agencies	XO	XO	XO	
Legal	XO	XO		
Others				

MINIMUM EDUCATION and/or EXPERIENCE REQUIREMENTS:

- **Associate's Degree or equivalent plus a minimum of three years medical experience or 5 years medical experience.**
- A background in business is a plus.
- Attention to detail, along with excellent organizational, oral and written communication, customer service, and problem-solving skills
- General knowledge of Microsoft software applications including Word and Excel.



COMPETENCIES:

FOUNDATIONAL - All volunteers have the same Foundational Competencies

Service Delivery

- Exhibits an innate desire to help others
- Builds rapport with others
- Understands and responds appropriately to Affiliate's emotional and business needs
- Demonstrates empathetic professionalism in order to gain confidence of others
- Responsive to member (internal & external) issues, project deliverables and emergent situations

Communication

- Communicates effectively both verbally and in writing
- Creates accurate and punctual documentation
- Exercises good listening skills
- Is honest and straightforward when sharing information and ideas

Job Knowledge

- Demonstrates necessary job knowledge
- Possesses necessary technical skills
- Meets performance expectations
- Delivers the Brand Promise

POSITION SPECIFIC – These competencies are specific to the volunteer role at SU..

Adaptability/Flexibility

- Adapts to change and is open to new ideas
- Takes on new responsibilities and effectively manages associated pressure
- Adjusts plans to meet changing needs
- Makes self available to assist others

Budget/Cost Control

- Plans for and uses resources efficiently while seeking avenues to reduce costs
- Creates accurate and realistic budgets
- Tracks and adjusts budgets
- Contributes to budget planning

Dependability

- Meets commitments and accepts accountability
- Sets personal standards and stays focused under pressure
- Effectively works independently or as team participant
- Meets attendance /punctuality requirements

Integrity/Ethics

- Deals with others in a straightforward and honest manner
- Hold self accountable for actions and maintains confidentiality
- Supports company values
- Effectively conveys positive and negative

Meeting Management

- Holds appropriate number of meetings
- Develops agendas and establishes clear goals for meetings
- Involves appropriate team participants
- Encourages and balances input

MINIMUM QUALIFICATIONS:

- Possess the ability to make recommendations to effectively resolve problems or issues, by using judgment that is consistent with standards, practices, policies, procedures, regulation or government law.
- Possess the ability to multi-task, organize and prioritize work effectively.
- Possess the ability to work under pressure.
- Proficient with all Microsoft PC applications.
- Must exhibit professionalism and maintain confidentiality.



PHYSICAL DEMANDS:

The Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

The work environment is virtual and due to the sensitive nature of your work, must have access to a home computer. The characteristics described here are representative of those a volunteer encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of requirements of the position, and may change at any time with or without notice. All positions require volunteers to perform the duties indicated in addition to other assignments given by the Director of Volunteer Services, the President or as required by the nature of the job.

If you would like to apply for this position, please send resume to April Robinson April@sidewalkuniversity.org with the heading, "SU Volunteer" and the title of the position for which you are applying.