



## **Assembly Coordinator**

### **Overview of the Assembly Coordinator**

The success of the Now I Lay Me Down to Sleep Remembrance Care Package Program is dependent on the cooperative nature of the committee. The Assembly Coordinator plays a crucial role in the care package program by coordinating all assemblies and ensuring an adequate number of volunteers participate in the assembly and other events. Approved applicant will generally work independently or guide groups of volunteers to fulfill the duties of the position.

### **Reports to**

Committee Chair

### **Overall Job Functions**

Play an active role in care package assemblies (2-4 Saturdays a year)

Attend committee meetings (4-6 per year)

Maintain consistent communication with NILMDTS staff contact, Committee Chair and committee members

Direct the work of other volunteers contributing to this area of Care Packages

### **Specific Job Functions of the Assembly Coordinator**

- Recruit Volunteers for Remembrance Care Package Assembly dates and all other gatherings related to the Remembrance Care Package Program
- Maintain tracking system of volunteer names, email addresses and contact information (Google Drive spreadsheet)
- Work in tandem with all Remembrance Care Package Committee Members to learn of volunteer needs and fill the needs
- Coordinate and secure locations and logistics for all volunteer opportunities - including, but not limited to:
  - Care Package Assemblies
  - Bracelet Making Gatherings
  - Knit/Crochet Gatherings
- Establish and maintain a recognition program for regular volunteers at the assemblies, bracelet making gatherings and other volunteer events
- Set-up and maintain electronic sign-up system
- Send reminders to volunteers with specific details of volunteer opportunity
- Build Committee and Volunteer reporting mechanism (Google Drive spreadsheet)
- Seek out opportunities to work with established groups to assist as volunteers for the care package program
- Work with NILMDTS Marketing Manager to post for upcoming volunteer opportunities



### **Required Experience and Skills**

Effective verbal and written communication skills  
Experience using (or able to learn) Google sheets and gmail  
Outstanding organizational and leadership skills  
Experience with coordinating volunteers a plus

### **Time Commitment**

- Expected hours of volunteer time commitment ranges between 1-10 hours per week with more hours leading up to the assembly dates.
- Attend Care Package Assemblies (2-4 times a year - typically Saturdays)
- This position is an annual commitment from July - June each year. In May each year, the volunteer and the NILMDTS Staff member will determine if it is still a fit for the following year. We limit the an individual to only fulfill a position for no more than 5 consecutive years.