



Care Package Chairperson

Overview of the Committee Chairperson

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 Care Package Chairperson plays a vital role in the successful operations of the Remembrance Care Package Committee and the Program overall. The chairperson is responsible to work independently to guide the actions of the committee members, ensuring each committee member has the resources necessary to carry out their duties as well as to fulfill the duties of their own position as chairperson.

Reports to

NILMDTS Designated Staff

Overall Job Functions

- Work with NILMDTS staff and the CP Committee to manage the overall operations of the program
- Maintain consistent communication with all committee members and NILMDTS Staff members
- Play an active role in care package assemblies (2-4 Saturdays a year)
- Direct the work of the committee and key roles
- Continually strive to improve/enhance the RCP program with new ideas and inventory options

Specific Job Functions of the Care Package Chairperson:

- Ensure the delivery of the requested Care Packages (about 900 per year)
- Serve as the primary contact for the RCP Program and all committee volunteers
- Work with NILMDTS staff on the budget
- Maintain inventory of CP
- Communicate with and support committee members and key volunteers, ensuring each area is running efficiently and lending assistance as needed
- Communicate regularly with NILMDTS Staff to ensure expectations (financial and programmatic) are being met.
- Prepare ordering needs spreadsheet (including estimated costs) for each assembly, based on current inventory and the needs of each hospital, as gathered by the Hospital Coordinator
- Manage committee private Facebook group, serving as the administrator
- Lead and coordinate committee meetings
- Monitors Email Account



- Attend all RCP Assemblies and Committee Meetings, NILMDTS Remembrance Walk (Fall) and represent the RCP Program at other events as requested by staff, volunteers or members of the community
- Responsible for recruiting volunteers to fill vacant positions on the RCP Committee or in key volunteer roles
- Provide training and orientation for new committee members
- Coordinate social media activity concerning recent and upcoming events with NILMDTS Marketing Manager

Required Experience and Skills

- Verbal and written communication skills
- Desire to reach out to pregnancy and infant loss community
- Ability to communicate assertively with committee members and volunteers
- Proficient in using google sheets and gmail (or able to learn)
- Good leadership skills and willingness to increase awareness of the program
- Working knowledge of the NILMDTS Mission and the RCP Program
- Previous leadership positions, volunteer management skills and/or volunteer work with the RCP Program a plus

Time Commitment

- Expected hours of volunteer time commitment ranges between 10-15 hours the week of the assemblies; between 5-10 hours a week in the weeks prior to the assemblies; 1-5 hours a week between assemblies; hours may vary.
- 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.