



## **Hospital Coordinator**

### **Overview of the Hospital 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 Hospital Coordinator plays a crucial role in the Care Package program by coordinating the number of Care Packages needed at hospitals and the delivery. 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
- Coordinate delivery to hospitals

### **Specific Job Functions of the Hospital Liaison Coordinator**

- Establish and maintain a professional relationship with hospital bereavement coordinators (social worker, nurse, chaplain etc.)
- Educate and increase awareness of Remembrance Care Package Program to bereavement coordinators and other hospital staff
- Contact bereavement coordinators prior to package assemblies to determine needs
- Coordinate volunteers to deliver care packages following assemblies
- Confirm receipt of the Care Packages
- Coordinate “emergency deliveries” between assemblies

### **Required Experience and Skills**

- Effective verbal and written communication skills
- Experience using (or able to learn) Google sheets and gmail
- Ability to increase awareness of the program
- Outstanding organizational and leadership skills

### **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.