



In-Kind Coordinator

Overview of the In-Kind 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 and volunteers. The In-Kind Coordinator plays a crucial role in the care package program by overseeing inventory of the in-kind donations. The primary in-kind donations this position will coordinate are handmade blankets and hats. 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)
- 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
- Oversee inventory of in-kind donations

Specific Job Functions of the In-Kind Donations Lead

- Uphold NILMDTS Remembrance donation standards
- Collect all donated blankets and hats from Headquarters for sets to be created
- Ensure all blanket/hat donors are thanked with a thank you card. Those who regularly donate should be called and shown our gratitude on additional ways.
- In Memory Gift cards need to be prepared to attach to blanket sets
- Keep inventory of blankets and hats (Google Drive sheets)
- Create sets for care packages by matching blankets and hats
- Arrange blanket making gatherings and provide support to attendees
- Promote blanket and hat donations in the community: Knitting Groups/Crochet Groups/Retirement Communities

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
- Knitting, crocheting, or sewing skills 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.