



Volunteer Associate, San Francisco Job Description

There With Care's mission is to provide a wide range of meaningful and fundamental services to children and families during the critical phase of a medical crisis. We serve families referred by medical agencies, by building a network of services and people who ease the burden of life's day-to-day obligations with compassion and care.

To serve the increasing number of families at UCSF Benioff Children's Hospital in San Francisco, There With Care is seeking a community-oriented Volunteer Associate to join the Volunteer Department and help engage more individuals, families and groups as volunteers. The Volunteer Associate is comfortable working remotely in a variety of different work environments, including one's own home, public locations, and shared office spaces. They are committed to helping There With Care meet each family's essential needs through individualized care.

Role & Responsibilities

Each week, the Volunteer Associate works with the Volunteer Director on two or three of the following, in addition to administrative activities:

- **Outreach** – Participate in community events to help educate and inform community members in San Francisco about the experiences of families and children facing critical illness; the services offered by There With Care; and the opportunities to participate and provide families with support.
- **Volunteer Trainings & Presentations** – Co-facilitate/facilitate Volunteer Trainings. Represent and professionally speak about/present on There With Care at various community and corporate events.
- **Groups and Drives** – Co-facilitate/facilitate community and corporate volunteer groups making Care Bags/Kits of essential items for inclusion in family deliveries.
- **Recruitment** – Help recruit, orient, train, nurture, recognize and appreciate community members as Family Support Volunteers; Pantry Organization Volunteers; Group Assistants; Team Bake Chop Leads; Outreach and Events Volunteers, and more.
- **Team Bake Chop** – Support the provision of comforting and nutritional food to families by co-leading/leading Team Bake Chop sessions, and promoting the gifting of food.
- **Gifting** – Help stimulate community members host Drives and gift essential items for families
- **Pantry Organization** – Help maintain the Pantry in Mission Bay, San Francisco as a safe and functional work space, stocked with items requested by families and tracked in the inventory system.
- **Relationships** - Engage others with the care, thoughtfulness, compassion and support that is reflective of There With Care's core values. Listen to individuals, families and groups expressing an interest in volunteering; create and develop opportunities for participation, and cultivate relationships that are meaningful and supportive to families, the organization, and volunteers.
- **Administrative** – Ensure that the care and gifts shared by the volunteer community are fully integrated into organizational processes. Track, document and enter into the database information on volunteer activity, hours, and in-kind gifts, and generate accurate and timely reports. Comply with all organizational policies, procedures and practices.

Requirements

- Cares for families and children facing critical illness.
- Has strong interpersonal skills: is friendly, approachable, non-judgmental, and a good listener.
- Experience participating in community-oriented activities or services with adults, teens, and/or children.
- Good organizational skills, attentive to details and comfortable with large amounts of information.
- Great communication skills - verbal and written - with experience in public-speaking and presentations.
- Demonstrated skills using Microsoft Office Suite (Outlook, Word, Excel); a database (Salesforce); social media and/or volunteer recruitment websites (SignUp, VolunteerMatch).

Preferred Requirements

- A strong interest in non-profit organizations.
- Experiences as a volunteer and/or coordinating volunteers.
- Experience leading/facilitating individuals and groups to participate in projects.
- Experience in a hospital/medical-related environment.
- Bilingual skills in Spanish and English (verbal and written).

Travel: Requires a reliable vehicle, valid Driver License and current vehicle insurance. Must be willing to travel for scheduled meetings, activities and events, mostly in San Francisco. Some travel to the main office/Warehouse in Redwood City and other locations on the Peninsula required. (*Mileage over commute distance reimbursed*).

Criminal Background Check: This position requires a Criminal Background Check. We reserve the right to make employment contingent upon the successful completion of a Criminal Background Check.

Compensation: This is an hourly, part-time position for 20 hours per week. Some evening/weekend availability is required for planned activities.

Application Process: For consideration, please submit your cover letter and resume to Lorraine Michelle, lorraine.michelle@therewithcare.org. Applications are being accepted on a rolling basis until the position is filled.

Equal Opportunity Employment: There With Care reserves the right to modify job responsibilities as described above when necessary. Employee has all rights as described in California State laws. There With Care is an equal opportunity employer that does not discriminate on the basis of race, religion, disability, gender, nationality, ethnicity, sexual orientation or any other characteristic protected by law.