

BABY BOTTLE COORDINATOR

Reports to: Development Director

Training Required: Moderate

Estimated Minimum Time Commitment: 8 hours/week

Objectives of Position: Liaison for the PRC staff you who would oversee the planning, coordinating, and execution of Baby Bottle campaigns in several churches during the key 6 months of the year.

Qualifications:

1. Expresses full agreement with PRC's mission, vision and foundational statements of faith and practice.
2. Adheres to all policies and procedures.
3. Be a committed Christian who demonstrates a personal relationship with Jesus Christ as Savior and Lord.
4. Must be at least 21 years old, unless otherwise approved by the Client Services Director.
5. Dependable and organized.
6. The ability to respect and uphold confidentiality.
7. Able to work as a team with staff, interns, and other volunteers.
8. Ability to effectively communicate over the telephone and in person.
9. Ability to lead staff and volunteers.
10. Ability to manage projects.

Specific Responsibilities:

1. Be willing to speak for PRC.
2. Recruit volunteers and contact people at churches.
3. Recruit volunteers to assist in counting the money.
4. Assist in delegating tasks to the appropriate staff and volunteers.
5. Assist with organizing and preparing bottles for churches.
6. Keep a detailed list of participants, dates, number of bottles, etc.
7. Contact churches, organizations, and agencies regarding their participation in the Baby Bottle Campaign.
8. Make travel arrangements for the bottles.

Notes:

1. This role can easily be adopted by someone who also serves in another volunteer role.
2. Many responsibilities for this position may be completed at home.

