

Sunshine Coordinator

Reports to: President

Date: 01/23/15

Position Summary

Manages all expectant, adopting, or families in need. Assigns families to Sunshine buddies to coordinate Sunshine meals.

Essential Functions

- If needed, solicit new Sunshine Buddies. Confirm if last year's Sunshine Buddies will continue in their position.
- Check Administrative back end of website periodically for new expectant families. Periodically send email to E-list to solicit any current members that may be newly expecting. Enter all contact and delivery info into Sunshine Spreadsheet.
- Once a month, assign all expectant moms from that month to Sunshine buddies to coordinate meals.
- Fill in as a Sunshine Buddy as needed.
- Solicit meal volunteers by email to E-list or by emailing members that have checked "Sunshine Meal Volunteer" in their membership profile.
- Communicate to Sunshine Buddies all meal volunteers
- Follow up with Sunshine Buddies to determine final names of all Sunshine meal volunteers once Sunshine meals have concluded.
- Send "Sunshine Meal Volunteer Thank You" email to RECPTA E-list every two months
- Attend once monthly Board Meetings.

Requirements

Good organizational and interpersonal skills. Some knowledge of Excel is helpful. Knowledgeable about RECPTA and its programs. Active and regular participation in general meetings is suggested. Approximate time commitment: two hours per week