Position Description: Blood Drives Coordinator

Elon Volunteers! Mission
To provide all members of Elon University campus the opportunity to develop an ethic of service by connecting campus and community through service experiences.

Purpose of Position
The Blood Drive Coordinator plans and executes three annual Blood Drive events on campus. Coordinators will work together and with the local Red Cross staff to promote awareness before the blood drive. Coordinators recruit, train, and manage around 200 volunteers to staff each drive, donate blood, or recruit other student donors.

Essential Duties/Responsibilities
- Promote and generate volunteer commitment in blood drives
- Partner with EV! PR Team to strategize outreach and recruitment efforts
- Recruit volunteers & donors by collaborating with other organizations on campus to maintain a steady base of support. Organize and set-up for each blood drive
- Participate in the entire duration of blood drives to help oversee all activity and ensure it is running smoothly
- Stay informed as to requirements on blood donations and other information regarding participation in blood drives
- Meet regularly with the Community Well-Being Director and participate in Community Well-Being council meetings
- Maintain effective communication and a positive, sustainable relationship with the community partner throughout the year

Qualifications
- Able to dedicate a minimum of 2-3 hours a week
- Prior experience donating blood or volunteering at blood drive (preferred)
- Demonstrated time management, organization, and interpersonal skills
- Effective communication skills, both written and verbal
- Must be available for the following dates:
  - All EV! Trainings:
    - February 10th, 2017, from 3-6pm

For more information about this position contact elonvols@elon.edu
Leadership Agreement

I agree to fulfill the duties required of me as a leader within Elon Volunteers! to the best of my abilities. These duties are listed above. In the event that I neglect or am no longer able to fulfill my responsibilities, I understand that the Kernodle Center professional staff and EV! Executive Directors have the right to remove me from my position. Prior to removal, I understand that I will receive at least two written warnings and will have the opportunity to improve my performance.

By signing below, I agree to abide by all EV! policies and to maintain good disciplinary standing with Elon University for the duration of my leadership role.

Sign _______________________________ Date ____________

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