



We Restore Lives



VOLUNTEER COORDINATOR ASSISTANT

VOLUNTEER ROLE DESCRIPTION

OBJECTIVE

Assist the Manager of Aftercare in coordinating ARORA volunteers

RESPONSIBILITIES

- Assist Manager of Aftercare with volunteer trainings
- Assist Manager of Aftercare in contacting volunteers to fulfill volunteer requests
- Assist Manager of Aftercare in organizing volunteer education and appreciation events
- General filing and organization.

QUALIFICATIONS

- Knowledge and understanding of ARORA and the organ and tissue donation process
- Ability to answer questions about organ and tissue donation and provide accurate information in a professional manner
- Excellent organization skills
- Ability to devote consistent time to volunteer role from week to week
- Must be 18 years of age or older
- Complete ARORA volunteer packet containing:

TRAINING

- Mandatory volunteer training
- Training Module for Volunteer Coordination:
 - Confidentiality
 - Organizational systems
 - Orientation to ARORA office and staff
- Understand history and clarity statements of ARORA, including
 - Mission Statement
 - Core Purpose
 - Core Values