

## POSITION DESCRIPTION

### SOCIAL SKILLS AND EVENTS COORDINATOR VOLUNTEER POSITION

#### 1. POSITION IDENTIFICATION

<b>Title</b>	Social Skills and Events Coordinator Volunteer Position
<b>Functional Area</b>	Resource Facilitation Program/Service
<b>Reports to</b>	Executive Director
<b>Salary</b>	N/A – Volunteer Position
<b>Employment Status</b>	Flexible, Part Time Position

#### 2. POSITION OBJECTIVE

- Coordinating social gatherings that allow brain injury survivors to connect with one another as an important component to assisting them with finding acceptance with their community, family and new life

#### 3. COMPETENCIES REQUIRED

The following competencies are required for this position:

##### Core Knowledge Competencies

Knowledge of:

- Hearing emotionally charged information in a calm and neutral manner, is able to utilize active listening skills
- How to demonstrate confidence and versatility with a wide range of ages, personalities, attitudes and problems
- Maintaining confidential files

##### Core Skill Competencies

- Demonstrates safe work practices and exercise discrete judgment
- Reading and writing comprehension and basic mathematical skills
- Actively works toward organizational improvement and professional growth
- Excellent verbal and written communication, facilitation, and oral presentation skills
- Focuses on understanding and meeting customer needs
- Outstanding critical reasoning and thinking skills and problem solving skills
- Read, understand, and implement regulatory information
- Customer service, negotiation, research, and problem identification
- Planning, scheduling, implementation, and monitoring
- Analysis, evaluation, prioritization, and organization
- Creative, innovative, and resource utilization
- Follow through and follow-up and creative time management

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#### Core Abilities

Ability to:

- Translate observations into objective, clear and concise documentation
- Hear emotionally charged information in a calm and neutral manner; be able to use strong listening skills
- Follow through on team decisions
- Manage stress to ensure professionalism
- Maintain self-initiative, reliability, and resolve problems in a timely manner
- Sensitivity to working with culturally diverse populations

#### 4. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform essential job functions.

#### Minimum Education And/Or Experience (Preferred)

- High School Diploma or GED
- Understanding of disability issues
- Excellent communication skills necessary both written and verbal
- Strong computer skills required
- Ability to work independently

#### Additional Requirements

While performing these duties the employee is required to perform the following tasks when the need arises

- Lift and/or move up to 25 pounds
- Use hands to handle, and/or feel objects, tools, and controls
- Stand, walk, sit, climb stairs, balance, stoop, kneel, crouch and crawl
- Talk and hear
- Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus
- Drive a car or have reliable transportation
- Must not be affected by short term memory problems (without the use of effective memory strategies)
- May have unsupervised contact with children.

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#### 5. RESPONSIBILITIES AND DUTIES

- Organize monthly or quarterly gatherings in a non-medical setting (unless the facility is cross-utilized and offers a relaxed environment (i.e. a Rehab/Fitness Center Facility))
- Create an Event Planning summary including all event details and budget for each outing (required for recording purposes)
- Email participants invitations
- Mail participants follow-up reminder post-cards
- Send reminder notices to participants prior to event via text message or email
- Solicit in-kind donations of items needed for each gathering (when applicable)
- Solicit monetary donations to defer the cost of printing, postage, and gathering expenses (room rentals, special events, etc). Monetary donations are sent to the BIRCoFWI offices located at 511 North Grand Ave, Waukesha, WI 53186-4916
- Ensure no funds are provided to the participants or reimbursed to volunteers without proper authorization and approval
- To ensure target audience is being served, each participant must have completed Resource Facilitation Authorization on file with the BIRCoFWI
- Ensure each gathering has a completed Sign-In Sheet for records purposes only
- Ensure that each gathering stays within budget and submit receipts for purchased items on a timely basis
- Take and submit pictures of events and provide event updates to the Director of Public Relations and Marketing for inclusion in the BIRCoFWI Bulletin, annual reports, and related
- Email the event gathering details for monthly/quarterly website Upcoming Events page update