



P.O. Box 31522
Spokane, WA, 99223
(509) 474-6725
beatsandrhythms@gmail.com

Cardiac Connection Volunteer Positions

Cardiac Connection Group Leader

- Plan and facilitate activities during Cardiac Connection gatherings
- Use specified contact list to update contact information
- Contact members as needed to keep them informed on relevant information
- Request money from the board as need for activities. Supply necessary receipts to the treasurer within 30 days.

Parent Mentor Coordinator

- Interview perspective parents and match them to current parents
- Use specified contact list to update contact information
- Reach out to new parents as needed to expand mentor base

Parent Mentor

- Reach out to parents when given direction by the Parent Mentor Coordinator
- Offer emotional support and guidance for parents navigating their child's journey with Congenital Heart Disease

Fundraising Volunteer Position

Fundraising Coordinator

- Set the annual calendar for fundraising events.
- Plan at minimum of 3 fundraising event in addition to ensuring the execution of Rhythm and Brews
- Use specified contact list to update contact information for Donors at each event
- Request money from the board as need for activities. Supply necessary receipts to the treasurer within 30 days.
- Attend and supervise fundraising events
- Supply necessary receipts to the Treasures within 30 days of event
- Turn in event money to Treasurer as needed

Rhythm and Brews Coordinator

- Plan and Execute the logistical elements of Rhythm and Brews
- Utilize the expertise of Fundraising Coordinator, Parent and Volunteer Contact Coordinator t
- Include at least 3 money-collecting games
- Request money from the board as need for activities. Supply necessary receipts to the treasurer within 30 days.
- Attend and supervise Beats and Rhythms
- Turn in event money to Treasurer as needed

Donor Outreach

- Execute necessary duties to maintain donor relationships (composing and mailing thank you notes, flyers)
- Collect donor contact information at events

Daily Function Volunteer Position



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Parent Contact Coordinator

- Contact Parents as needed to keep them informed on relevant information.
- Collect current parents contact information at events
- Use specified contact list to update contact information

Volunteer Contact Coordinator

- Contact Volunteers as needed to keep them informed on relevant information.
- Collect current volunteer contact information at events
- Use specified contact list to update contact information
- Will maintain all files pertaining to volunteers, including background check status

Background Check Coordinator

- Run background test on all volunteers to ensure the safety of the Beats and Rhythms Family
- See background check guide in volunteer manual for more information.

“The Pulse” Editor in Chief

- Compose 3 newsletters a year that include updated articles and images.
- Utilize the how to guides on newsletter composition to understand the works of Lucidpress.

Marketing Coordinator

- Post on social media sites regularly, according to the social medial release calendar

Volunteer Liaison

- Collects and reports volunteers’ opinion to board as needed

Parent Liaison

- Collects and reports parents’ opinion board as needed

Camp Volunteer Position

Camp Director

- Plan and Execute Camp
- Maintain regular contact with board to keep them informed
- Maintain regular contact with the camp volunteer coordinator, camp activity coordinator and camper coordinator
- Request money from the board as need for activities. Supply necessary receipts to the treasurer within 30 days.

Camp Volunteer Coordinator

- Use specified contact list to update contact information
- Ensure volunteers are at the appropriate location
- Work with the camp activity coordinator to ensure volunteers are at activity locations as needed
- Train volunteers to execute the appropriate activities.

Camp Activity Coordinator

- Plan all camp activities and ensure their execution
- Delegate activities as needed to volunteers via the volunteer coordinator
- Ensure campers are at the appropriate activity via the camper coordinator
- Request money from the board as need for activities. Supply necessary receipts to the treasurer within 30 days.

Camper Coordinator



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- Ensure campers are at the appropriate location per the specification of the camp activity coordinator and the camper director
- Communicate expectations with the counselors

Counselor

- Ensure the wellbeing of the campers as well as the junior counselor.
- Communicate camp rules to campers

Junior Counselor

- Ensure the wellbeing of the campers
- Provides a support network for campers

T-Shirt Coordinator

- Contact the T-shirt designer and provide possible designs. Troubleshoot as needed
- Obtain and summarize t-shirt/sweatshirt order by sizes and types. Contact Beats and Rhythms members via the volunteer and parent coordinator
- Arrange for pickup/delivery of said t-shirts/sweatshirts
- Separate and distribute as directed by the event Camp Director

Cardiac Connection

Cardiac Kids Group Leader
Lil' Beats Group Leader
Heart to Heart Coordinator
Parent Mentor

Fundraising

Fundraising Coordinator
Rhythm and Brews Coordinator
Donor Outreach

Daily Function

Parent Contact Coordinator
Volunteer Contact Coordinator
Background Check Coordinator
"The Pulse" Editor in Chief
Marketing Coordinator
Volunteer Liaison
Parent Liaison
Volunteer Outreach

Camp

Camp Director
Camp Activity Coordinator
Camper Coordinator
Counselor
Junior Counselor
T-Shirt Coordinator