**GFSR Volunteer Position Descriptions**

**(open positions highlighted)**

**Volunteer Coordinator: Paul Rowe**

**-add description here**

**Position Title: Volunteer Patient Experience Liaison: William Wong**

**Position Overview:**

**As a volunteer Patient Liaison, you will play a vital role in supporting the efficient operation of The George Foundation for Sight Restoration. Your responsibilities will primarily focus on working with patients and their families to help process their application, and to address concerns or special needs that may arise during the application and possible treatment process. This Patient Experience Liaison works directly with various members of the eyecare team, partner organizations, and administration to solve problems that patients & families may have with the goal of facilitating a positive patient experience during their time of application and possible treatment. The Patient Care Liaison acts as an intermediary between partner organizations and the patient/family to bring about the most effective application and possible eyecare treatment experience.**

**Key Responsibilities:**

1. **Establishes a rapport with the patient and family to hear/record their story and help them facilitate the application process. their hospital experience and their preferences.**
2. **Communicates findings to the appropriate eyecare team members in conjunction with foundation policy.**
3. **Acts as an intermediary to eyecare administration on behalf of patients and their families as needed; works to limit or resolve delays in service and communicates delays to patients and families.**
4. **Interprets philosophy, policies, procedures, and services to patients and their families as well as visitors.**
5. **Conducts personal visits to post-op appointments and makes follow up phone calls to discharged patients and solicit feedback about their surgery experience. Record video testimony for the Digital Marketing Intern as needed.**
6. **Interacts with patients/families/eyecare professionals and utilizes feedback to improve and reinforce satisfaction.**

**Qualifications and Skills:**

* **Anticipates applicant and patient needs, understands their expectations and responds appropriately.**
* **Treats others with compassion, fairness, courtesy and respect while honoring their uniqueness.**
* **Willingly works with others to identify and achieve common goals.**
* **Enthusiastically approaches their role and displays pride in the organization.**
* **Takes personal responsibility for doing the right thing.**
* **Optimizes the talents of self and others and the use of time, materials and equipment.**
* **Demonstrates exceptional communication and customer service skills.**

**Benefits**

* **Add experience to your resume and showcase your fit for open positions.**
* **Expand your network by working with experienced professionals in your field.**
* **Learn and apply new skills; work as part of a dynamic team as you do so.**
* **Make a positive impact on the lives of others.**

**Volunteer Freelance Event Facilitation Team Member (Multiple Positions)**

**-add description here**

**Volunteer Digital Marketing Intern**

**Qualifications and Skills:**

* **Passion for the mission and values of the George Foundation for Sight Restoration.**
* **Familiarity with social media platforms and digital marketing tools.**
* **Excellent written and verbal communication skills.**
* **Creativity and the ability to think critically and propose innovative ideas.**
* **Attention to detail and ability to manage multiple tasks effectively.**
* **Analytical mindset and ability to interpret data to drive decision-making.**
* **Proficiency in Microsoft Office suite (Word, Excel, PowerPoint). Experience with graphic design or video editing software is beneficial but not required.**

**Key Responsibilities:**

 **Content Creation and Optimization:**

* **Assist in creating and optimizing engaging content for digital platforms, including social media, websites, blogs, and email newsletters.**
* **Develop compelling multimedia content such as images, videos, infographics, or interactive assets.**
* **Ensure content is aligned with the organization's brand guidelines and resonates with the target audience.**

**Social Media Management:**

* **Support the management and execution of social media campaigns across different platforms (e.g., Facebook, Twitter, Instagram, LinkedIn, YouTube, GoogleMyBusiness, TikTok).**
* **Monitor social media channels, respond to comments and messages, and engage with the online community.**
* **Contribute ideas and strategies to enhance social media presence, increase follower engagement, and drive website traffic.**

**Benefits**

* **Add experience to your resume and showcase your fit for open positions.**
* **Expand your network by working with experienced professionals in your field.**
* **Learn and apply new skills; work as part of a dynamic team as you do so.**
* **Make a positive impact on the lives of others.**

**Position Title: Volunteer Fundraising Coordinator**

**Position Overview:**

**As a Volunteer Fundraising Coordinator, you will play a pivotal role in supporting the fundraising efforts of The George Foundation for Sight Restoration. Your responsibilities will involve planning, organizing, and implementing fundraising initiatives to generate financial support for the organization's programs and activities. This position requires strong communication, organizational, and networking skills, as well as a passion for making a positive impact in the non-profit sector.**

**Key Responsibilities:**

**1. Fundraising Strategy:**

* **Collaborate with the non-profit's management team to develop a comprehensive fundraising strategy aligned with the organization's goals and objectives.**
* **Conduct research and analysis to identify potential funding sources.**
* **Evaluate and prioritize fundraising opportunities based on their potential impact and alignment with the organization's mission.**

**2. Fundraising Campaigns and Events:**

* **Plan, coordinate, and execute fundraising campaigns and events, such as online crowdfunding, charity walks, auctions, or benefit concerts.**
* **Engage volunteers and supporters to actively participate in fundraising activities and events.**

**3. Donor Cultivation and Stewardship:**

* **Cultivate relationships with individual donors, corporate sponsors, and community partners to secure financial support.**
* **Maintain communication with donors and supporters, expressing gratitude, providing updates on the organization's activities, and fostering long-term relationships.**

**4. Fundraising Analytics and Reporting:**

* **Utilize fundraising software and databases to maintain accurate donor records and generate reports.**
* **Provide regular updates on fundraising progress to the management team, board of directors, and other stakeholders.**

**Qualifications and Skills:**

* **Strong passion for the mission and values of the non-profit organization.**
* **Excellent communication and interpersonal skills, with the ability to build relationships and engage donors effectively.**
* **Exceptional organizational and project management abilities, with attention to detail.**
* **Strong writing and research skills for proposal development.**
* **Proficiency in using fundraising software and tools.**
* **Ability to work independently and as part of a team, with a flexible and proactive mindset.**

**Benefits**

* **Add experience to your resume and showcase your fit for open positions.**
* **Expand your network by working with experienced professionals in your field.**
* **Learn and apply new skills; work as part of a dynamic team as you do so.**
* **Make a positive impact on the lives of others.**

**Position Title: Volunteer Data Entry and Branch Liaison**

**Position Overview:**

**As a volunteer Data Entry and Branch Liaison, you will play a vital role in supporting the efficient operation of The George Foundation for Sight Restoration. Your responsibilities will primarily focus on accurate and timely data entry, as well as facilitating communication and assistance between different volunteer branches. This position is essential for maintaining organized records and engaging in collaborative efforts.**

**Key Responsibilities:**

**1. Data Entry:**

 **- Enter and update data accurately and efficiently into the organization's database or information management system.**

 **- Ensure data integrity by verifying and cross-checking information for completeness and accuracy.**

 **- Maintain confidentiality and adhere to data protection policies when handling sensitive information**

**2. Team Collaboration:**

 **- Foster a collaborative and supportive environment among volunteers across branches.**

 **- Encourage knowledge sharing, best practices, and effective communication channels to enhance teamwork and collaboration.**

 **- Assist in organizing and coordinating events involving volunteers from different branches.**

**3. Physical Labor Support:**

* **Assist with physical labor tasks as needed, such as setting up and dismantling event venues, moving equipment, or organizing inventory.**
* **Work collaboratively with volunteers and staff to ensure tasks are completed efficiently and safely.**
* **Follow health and safety guidelines and use appropriate equipment or tools for physical labor activities.**

**Qualifications and Skills:**

* **Strong attention to detail and accuracy in data entry and documentation.**
* **Excellent organizational and time management skills.**
* **Ability to engage in Physical Labor.**
* **Strong verbal communication skills.**
* **Ability to work independently and collaborate effectively with diverse teams.**
* **Flexibility and adaptability to work in a dynamic volunteer environment.**

**Benefits**

* **Add experience to your resume and showcase your fit for open positions.**
* **Expand your network by working with experienced professionals in your field.**
* **Learn and apply new skills; work as part of a dynamic team as you do so.**
* **Make a positive impact on the lives of others.**