Uplift Associates
"an auxiliary of Uplift Community Alliance®

BABY BUNDLES COORDINATOR JOB DESCRIPTION

Position Summary

Baby Bundles, a program administered by the Uplift Associates Auxiliary, supports Uplift Community Alliance's mission by providing layettes of new clothing, diapers and supplies to local hospitals for newborns in need. The Coordinator serves as a member of the committee and oversees the program, including ordering of supplies, assembly and distribution of completed kits and maintaining hospital contracts.

General Responsibilities

- Comply with the Program Policies.
- Appoint committee members.
- Conduct committee meetings as needed.
- Submit reports to the Associates Auxiliary Vice Chair, Philanthropic Programs.
- Manage the committee budget, approve and submit invoices and vouchers to the Treasurer.
- Maintain a committee procedure book and/or electronic records file.
- Submit a proposed budget for the succeeding year to the Associates Auxiliary Vice Chair, Philanthropic Programs
- Prepare and submit a year-end report to the Associates Auxiliary Vice Chair, Philanthropic Programs.
- Submit any job description and/or policy changes to the Associates Auxiliary Vice Chair, Philanthropic Programs.

Specific Chair Position Responsibilities

Assign committee members to carry out responsibilities necessary to the program. These include

1. Order all necessary supplies.

2. Organize and facilitate "prep days" as needed
.
3. Coordinate assembly and deliveries.

4. Maintain and monitor budget.

5. Maintain records of monthly deliveries.

6. Communicate with hospitals monthly to assess their needs.

7. Schedule volunteers to carry out monthly deliveries.

8. Maintain list of current volunteer deliverers and backups; as well as delivery instructions for each hospital.

8. Maintain updated hospital contact information.

9. Obtain signed Agreements for any new hospitals.

Competencies
Relevant Microsoft programs
Digital and electronic communication