**Uplift Associates**
**"an auxiliary of Uplift Community Alliance®**

# COMFORT KITS COORDINATOR JOB DESCRIPTION

## Position Summary

Comfort Kits, a program administered by the Uplift Associates Auxiliary, supports Uplift Community Alliance's mission by providing victims of sexual assault with clothing and other items to aid in their recovery. The Coordinator oversees the program, including ordering of supplies, distribution of completed kits and contact with assault centers.

## 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

1. Assign committee members to carry out responsibilities necessary to the program. These include ordering supplies and coordinating assembly and deliveries.

2. Maintain records of monthly deliveries.

3. Maintain updated inventory list.

4. Maintain list of items and vendors.

5. Maintain updated assault center contact information.

6. Confirm signed Agreements are on file for all assault centers.

## Competencies

Relevant Microsoft programs
Digital and electronic communication