

## Position Description

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| <b>Role:</b>          | Volunteer Collection Box Project Coordinator |
| <b>Reporting to:</b>  | Events & Fundraising Assistant               |
| <b>Hours:</b>         | Approx 2 hours weekly by mutual agreement    |
| <b>Location:</b>      | Wellington, Kapiti & Porirua areas           |
| <b>Date Prepared:</b> | <b>May 2022</b>                              |

### Purpose of the role

As part of general fundraising, Mary Potter Hospice places collection boxes with local businesses, available on the counter for customers to give donations to the Hospice.

The Collection Box Project Coordinator's role will be to manage a team of volunteer Area Coordinators and be responsible for maintaining collection box schedules and reporting. They will be the key contact for the Events & Fundraising Assist for this fundraising initiative

Volunteer Area Coordinators are responsible for maintaining contact with the local businesses in their assigned community and are responsible for collecting and replacing boxes on a regular basis (3 monthly), ensuring safe transfer of contents to Fundraising, Marketing and Communications team, Newtown. Area Coordinators will also assist with sourcing new suitable outlets for MPH collection boxes in their area.

### Key Tasks

- To liaise on a regular basis with Area Coordinators.
- Manage distribution of collection boxes to Area-Coordinators.
- Be the first point of contact to deal with any problems with the collection boxes (eg theft, customer issues) and where appropriate resolve these issues or refer to the Events & Fundraising Assistant.
- Liaises with Events & Fundraising Assistant for administrative requirements – financial reports, records, schedules.
- Maintain accurate records relating to the collection boxes to ensure that reporting is possible and the integrity of information is reliable and maintained.
- To return full collection boxes to Events & Fundraising Assistant or one of Community Bases.

### Health and Safety

- Carry out all activities within the guidelines set out by Mary Potter Hospice’s Health & Safety policies and procedures.
- Report all identified hazards, incidents (including near-misses) and accidents and carry out investigations with staff as required
- Identify, minimise and report risks

### Key Competencies

- Ability to build and maintain relationships
- Excellent communication skills
- Excellent organisational skills
- High level of integrity
- Experience in the not-for-profit sector
- Competent in Microsoft office suite
- Drivers licence and a vehicle are required
- Works within Mary Potter Hospice’s policies and procedures

Signed: ..... Date: .....

(Job Holder)

Signed: ..... Date: .....

(Director)

### Job Description Appendix

The values of the Venerable Mary Potter and the vision of Dame Cecily Saunders are deeply held by Mary Potter Hospice staff and volunteers and underpin all the work we do.



## **Our values**

- Mana/Respect
- Aroha/Compassion
- Rangatiratanga/Dignity
- Manaakitanga/Hospitality
- Kaitiakitanga/Stewardship

## **Our vision**

That people in our communities who need palliative care have access to compassionate and quality care, when and where they need it.

## **Our approach**

Taking a whole person approach, we will provide and promote high quality specialist palliative care, grief support, education and care planning services. Working alongside our health partners, we aim to make a difference in the communities we serve.