

Title: Special Projects Manager

Purpose: The success of the Maryland Affiliate of Susan G. Komen for the Cure is often a result of positive relationships with businesses, other organizations, and agencies. These relationships occur on both national and local levels. Komen Maryland seeks committed volunteers to accept leadership positions in various projects throughout the office. These projects are often in connection with these outside relationships.

Description of Duties:

- Accept “ownership” of various projects in the Komen Maryland office
- Provide feedback to supervising staff in regards to the project status
- Complete volunteer time sheet

Qualifications:

- Flexible
- Willingness to learn new things
- Organized
- Reliable
- Belief in the importance of the Komen mission!!

Time Requirements: 3-4 hours a day for 1-2 days per week for a minimum of three months. Consistent schedule each week preferred and can be arranged by each volunteer. Volunteer hours can occur anytime during normal Komen Maryland office hours, 8:00 am – 6:00 pm. We recognize life is unpredictable, and you cannot know what will arise; but we ask that you only sign up for this position if, as far you know, you will be available for a minimum of three months. This will ensure projects can be completed by the same volunteer who began them.

Orientation/Training: Orientation will be provided to each Special Projects Manager. These trainings will be scheduled on an “as-needed” basis. Each Special Projects Manager will receive a volunteer handbook and individual training geared towards their project facilitated by the Volunteer Maryland Coordinator or supervising staff.

Benefits:

- Learn new skills
- Make new friends
- Part of a strong and passionate group of people committed to ending breast cancer forever!
- Networking with other agencies or businesses
- Finished product/project

Evaluation and Reporting Procedures: Evaluations will occur annually and on an as-needed basis. Volunteers will check-in and check-out in the volunteer suite each day they volunteer in the Komen Maryland office.

Location: 200 E. Joppa Road, Suite 407
Towson, MD 21286

Agency Contact and Supervisor: Rachel Carlberg, Volunteer Maryland Coordinator, 410-938-8990 or rcarlberg@komenmd.org