



PROGRAM COORDINATOR POSITION DESCRIPTION AND QUALIFICATIONS

The volunteer Program Coordinator is the leader of the Planning Team and a representative of Casting for Recovery. The Coordinator agrees to abide by all organization policies and procedures, and to act in a professional manner.

Roles & Responsibilities

- Develop, inspire, and capably lead a Planning Team of at least 4 volunteer members committed to the responsibilities associated with organizing and fundraising for the CfR program in your area.
- Work collaboratively and efficiently with national office staff to recruit team members, ensure adequate coverage of essential team roles, and coordinate the efforts of the team and the national office.
- Delegate responsibilities among team members, monitor their follow-through, and provide them with on-going support and supervision.
- Ensure that all CfR guidelines, policies, and procedures are followed.
- Ensure that the national office is kept informed of all events and actions related to the program in your area.
- Prepare an annual budget according to guidelines and in consultation with the national office.

Qualifications

- Be trained in, knowledgeable about, and a strong supporter of CfR's mission and policies.
- Be a dependable professional who exemplifies and models CfR's program values.
- Act in a professional manner at all times, preserving CfR's excellent reputation in the breast cancer, fly fishing, and nonprofit communities.
- Understand the importance of fiscal oversight and donor intent.
- Demonstrate excellent interpersonal and communication skills.
- Demonstrate excellent leadership and team-building skills.
- Have the ability to remain flexible in style and approach.

Requirements

- Accurately represent who we are and what we do.
- Sign and submit a "Commitment Letter" that explains the terms of your commitment to the program and retreat, including your team's responsibility to raise the funds set forth in the agreed-upon budget.

Time Commitment

Generally, several hours per week beginning about one year prior to the scheduled retreat, increasing towards the time of the retreat, then throughout the year as needed. This position can be held by two volunteers as Co-Coordinator to share in all of the tasks & responsibilities that are involved with overseeing the local program throughout the year.

See [Volunteer Guidelines](#) for additional information about volunteering for this position.

To apply, request a Program Coordinator Application from the national office.