

JOB DESCRIPTION

Title: High School Program/Donor Recruiter
Dept: Community Resources
Date: March 22, 2016
Employee: Full-time/Salaried
Supv: Director of Operations, Community Resources and Mobiles
Exempt [X] Non-Exempt []

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General Statement

This position is responsible for all High School recruitment activities, acquisition of new accounts, as well as maintenance and development of existing accounts. This position is responsible for the planning and follow-up of mobile blood drives, providing education to the public/media, formulation and implementation of collection, donor retention, and donor recognition strategies. Responsible for interactions with the media and representing RRVBC's Mission, Vision and Values in a positive light within the community. Requires travel in own vehicle throughout the blood center's footprint and/or within assigned territory.

Duties and Responsibilities

- Handles recruitment of new and existing blood drives and works to achieve appropriate blood collection goals as assigned.
- Travels throughout territory to meet with new and existing businesses, organizations, community partners, etc. to establish blood drives and share our Mission.
- Interacts with the public/media and ensures communications (written and verbal) comply with appropriate media regulations and guidelines.
- Assists in the development of high school recruitment materials along with several departments.
- Reviews all recruitment materials, in relation to their blood drives, to ensure compliance with appropriate guidelines and regulations.
- Educates the media/public to the need for blood and stays up to date on market and industry changes and needs.
- Acts as the primary liaison to the Chairperson responsible for the blood drive.
- Educates, motivates and provides all necessary materials to the Chairperson for a positive successful blood drive.
- Develops positive relationships with account Senior Management (i.e. Principal, superintendents).

- Reviews the success of the blood drive and partners with the Chairperson, organization or appropriate personnel to set up another blood drive if appropriate.
- Follows all RRVBC policies in accordance with all SOP's (Standard Operating Procedures) provided.
- Monitors all pre-donation activities.
- Strong planning, organizational, analytical, and problem solving skills.
- Assures all communications with the media comply with the appropriate regulations and guidelines.
- Ensures continued commitment of scheduled high school blood drives along with further development and enhancement of the high school blood donation program.
- Attend departmental meetings as assigned.
- Represents RRVBC in a positive, professional manner and ensures that our Mission, Vision and Values are represented to the public/media effectively.
- Maintains excellent customer service to RRVBC hospitals, physicians, clinics, patients, donors, the public, and other RRVBC staff.
- Performs other duties as assigned.

“The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the incumbent in this position.”

Qualifications Required

Education:

- High School Diploma or equivalent.
- Bachelors Degree preferred will consider an Associates Degree in a related field or equivalent experience in related field.

Experience:

- 2 years experience in recruiting, sales, business development or related field.

Experience Includes:

- Strong customer service and public relations skills with ability to understand high school - target market and recruitment needs.
- Strong PC skills with proficiency in Microsoft Office.
- Strong written, presentation and verbal communication skills.
- Strong detail orientation, multi-tasking and time management skills.
- Good understanding of compliance and regulatory guidelines, such as FDA, OSHA, CLIA, etc
- Ability to communicate RRVBC Mission, Values, and Needs effectively to the public/media.

Any combination of equivalent education and work experience will be considered.

Competencies Required:

- Attention to Detail/Handling Detail
- Independence/Ownership
- Communication
- Passion for the Mission
- Integrity
- Political Sensitivity
- Customer Oriented
- Technical/Professional Knowledge
- Time Management
- Results Oriented

The Physical Aspects of the Position (Check all that apply)

1. *Climbing* - Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized.
2. *Balancing* - Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery or erratically moving surfaces.
3. *Stooping* - Bending body downward and forward by bending spine at the waist.
4. *Kneeling* - Bending legs at knee to come to a rest on knee or knees.
5. *Crouching* - Bending the body downward and forward by bending leg and spine.
6. *Crawling* - Moving about on hands and knees or hands and feet.
7. *Reaching* - Extending hand(s) and arm(s) in any direction.
8. *Standing* - Particularly for sustained periods of time.
9. *Walking* - Moving about on foot to accomplish tasks, particularly for long distances.
10. *Pushing* - Using upper extremities to press against something with steady force order to thrust forward, downward or outward.
11. *Pulling* - Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

- 12. *Lifting* - Raising objects from a lower to a higher position or moving objects horizontally from position to position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles.
- 13. *Manual dexterity* - Picking, pinching, typing or otherwise working, primarily with the fingers rather than the whole hand or arm as in handling.
- 14. *Grasping* - Applying pressure to an object with the fingers or palm.
- 15. *Talking* - Expressing or exchanging ideas by means of the spoken word. Those activities in which you must convey detailed or spoken instructions to other workers accurately, loudly or quickly.
- 16. *Hearing* - Perceiving the nature of sounds. Ability to receive detailed information through oral communication, and to make fine discriminations in sounds such as when making fine adjustments on machinery.
- 17. *Repetitive motions* - Substantial movements (motions) of the wrist, hands, and/or fingers.

The Physical Requirements of the Position (Check one)

- 1. *Sedentary Work* - Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, push, pull or otherwise move objects, including the human body.
Sedentary Work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
- 2. *Light Work* - Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of force greater than that for sedentary work and the worker sits most of the time, the job is rated for Light Work.
- 3. *Medium Work* - Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- 4. *Heavy Work* - Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- 5. *Very Heavy Work* - Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

The visual acuity requirements including color, depth perception and field of vision (Check all that apply)

- 1. *Machine Operations* - inspection, close assembly, clerical, administration - This is a minimum standard for use with those whose work deals largely with preparing and analyzing data and figures, accounting, transcription, computer terminal, extensive reading, or visual inspection.
- 2. *Mechanics* - skilled trades people - This is a minimum standard for use with those whose work deals with machines such as power tools, lathes and drills.
- 3. *Mobile Equipment Operators* - This is a minimum standard for use with those who operate cars, trucks, forklifts, cranes, and high equipment.
- 4. *Other* - This is a minimum standard basis on the criteria of accuracy and neatness of work for janitors, sweepers, etc.

The Conditions the Worker will be Subject to in This Position (Check all that apply)

- 1. The worker is subject to inside environment conditions.
- 2. The worker is subject to outside environment conditions.
- 3. The worker is subject to both environmental conditions. (Activity occurs inside and outside)
- 4. The worker is subject to extreme heat or cold for periods of greater than one hour.
- 5. The worker is subject to noise which would cause them to have to shout.
- 6. The worker is subject to hazards: Includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, chemicals, etc.

Approvals:

Employee Signature Date Supervisor Date