



Empowering people on their healing journey with science, wisdom and compassion

Job Title: Director of Volunteers

Purpose: The Healing and Cancer Foundation needs your help to recruit and coordinate tasks for our volunteers.

Expectations and Responsibilities: Reporting to the Volunteer Coordinator, this key member of our team will interact with the CEO, Director of Operations and the volunteers. You will recruit volunteers, creating a bank of people who have a range of skills. You will have accountability for the set up and delivery of a wide variety of volunteer initiatives.

Time Requirements: This is an on-going project that initially requires 2 -3 hours per week for 3 months, and reducing down to 1 – 2 hours per week. The aim is to have a comprehensive list of volunteers by the end of 2015.

Skills and Qualifications: Known for your compassion, wisdom and ability to deliver results, you are an experienced volunteer. You have proven skills in project management, volunteer leadership or program coordination. You are a dedicated, self-motivated, friendly, authentic and caring person and have a passion for contributing your talents and time to enhance individual and community wellbeing, and you have the time available to make Healing and Cancer a priority.

Orientation and Training: There will be a one-hour orientation and training session with Dr. Rutledge and Maureen Holmes. You will be given an overview of the Foundations purpose, mission, values, programs and goals. Followed by an overview of your role and how it fits within HCF.

Benefits: This exciting and fulfilling role will allow you to use your organizational and leadership skills. You will be a key factor in helping people who have been given a cancer diagnosis learn from the experience and wisdom of Dr. Rutledge and Timothy Walker PhD.

Job Location: Orientation will be in person or via Google Hangouts. The weekly work can be carried out from your home.

Contact: Maureen Holmes at info@healingandcancer.org or 902-237-4860.