



Volunteer Position: Programs Volunteer – Bill Pay Program Programs Department

Job Title: Volunteer (Unpaid)

Department: Programs Department

Status: Flexible, Part-time Unpaid Volunteer now through December 31, 2018
September – December 2018: 4 hours per week

Our Mission: Miracles for Kids is a 501(c)(3) nonprofit serving children with life-threatening illnesses and the families that care for them. By operating programs that provide financial aid, basic needs, and wellness to patients and their families, Miracles for Kids creates stability when families are crumbling from the financial and emotional devastation of fighting for their child's life. Founded in 2002, Miracles for Kids operates one office in Tustin, CA and a subsidized apartment complex, Miracle Manor, in Orange, CA.

Volunteer Overview:

- Correspondence with Families
 - Calls for family updates
 - Follow-up calls
 - Sending letters and mailings
- Data Entry
 - FAM Care
 - Information from paper files to electronic (training provided)
- Administrative Assistance

Preferred Qualifications:

- Spanish Speaker
- Verbal/Communication Skills
- Computer Skills
- Data Entry

Work Environment:

- Part-time September – December 2018, 4 hours per week at our Tustin Office

INTERESTED? APPLY TODAY! Please email Sapphira Ha, *Programs Manager*, at sha@miraclesforkids.org.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and required skills. Job Description may be subject to change to meet the needs of the organization. Employment with Miracles for Kids will be "at will," meaning that either the employee or Miracles for Kids may end employment at any time and for any reason, with or without cause.