



BLOOD BANK OF ALASKA POSITION DESCRIPTION

Position Title:	Community Blood Drive Coordinator
Department:	Donor Recruitment/Collections
Reports To:	Director of Collections
Position(s) Supervised:	None

POSITION SUMMARY

The Community Blood Drive Coordinator is responsible for organization and coordination of community blood drives at the local and state-wide level with organizations in accordance with Blood Bank of Alaska policies, regulations of the State of Alaska, other accreditation and regulatory agencies such as AABB and FDA, and sound business practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1. Schedules and coordinates off-site blood drives at local or state-wide organizations. Works with Donor Recruitment Manager, Director of Collection Operations or designee to determine needed inventory levels to maintain adequate supplies to customer hospitals. Ensures high level of customer service to hosting organization and donors.
2. Develop positive relationships between Blood Bank of Alaska and hosting organizations.
3. Develop new accounts throughout the local and state-wide community.
4. Assist with off-site blood drives, i.e., computer registration and other technical duties as trained and competent to perform.
5. Perform on-site inspections of potential blood drive locations to assure compliance with all regulatory requirements; assist the volunteer site coordinator by providing recruitment materials, posters, sign-up sheets, and other information needed to conduct a blood drive.
6. Maintains oversight of or coordinates with appropriate designee the transportation of mobile blood equipment, supplies, blood products, and staff, both to and from the off-site location. Assist with transportation or coordination of such as needed.
7. Ensures high level of communication with Component Supervisor regarding blood product transportation to main location from off-site blood drives, particularly in regards to scheduling needs for product processing staff.
8. Ensures key drive information is delivered to mobile teams in a timely manner.
9. Maintain an up-to-date “current year” calendar of events/blood drives posted in appropriate location(s) on the BBA network. Must attempt to schedule the majority of blood drives a minimum of three months in advance. Confirm all drives at least 30 days prior to the event.
10. Participates with off-site blood drives in surrounding communities, by supporting the coordination of blood drives, communicating information and providing assistance as requested by the supervisor or related designee.
11. Exhibits support of BBA values, quality objectives, and customer service standards at all times.
12. Help maintain positive image of BBA throughout the community and State of Alaska while maintaining overall corporate image.
13. Draft thank you letters/certificates for blood drive sponsors, coordinator of in-kind gifts, and other special contributors, mail after final review by Director or designee.
14. Develop draft follow-up letter of thanks to pertinent Executive level donor group sponsors for each blood drive. BBA CEO Signature block required.
15. Follow all relevant SOP’s that relate to this position and assigned duties; document required information on appropriate records.



16. Other duties as assigned within reasonable scope of this role as determined by supervisor or designee and competent to perform.

CUSTOMER INTERACTION/PROBLEM SOLVING

Must maintain a high standard for conscientious, courteous, and enthusiastic service to internal and external customers, and the public in general. Must make customer’s needs a high priority in face-to-face or telephone contact. Must consistently deliver service in a timely, accurate, professional and friendly manner. Demonstrate a high level of problem-solving skills.

QUALIFICATION REQUIREMENTS

To perform this job successfully, each essential duty (as listed above) must be performed satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.

KNOWLEDGE, SKILLS & ABILITIES (if applicable)

1. Ability to identify needed changes in procedures, practices, goals, direction or structure of the department. Ability to communicate to appropriate parties these changes effectively in a timely manner.
2. Ability to work with others to achieve departmental and organization goals and objectives.
3. Ability to work effectively to improve the skills of self and other employees by providing clear, specific and helpful feedback, and effective mentoring as qualified to do.
4. Demonstrate a positive attitude toward one’s work and job.
5. Ability to act honestly and with integrity, showing respect for laws, the rights of others, and Blood Bank of Alaska mission.
6. Ability to adapt to various situations, to work effectively with a variety of individuals and groups, to understand and appreciate different and opposing perspectives of an issue, and to adapt one’s approach as the requirements of the organization/department change.
7. Ability to change within the organization or to change job requirements as needed.
8. Ability to motivate self and others.
9. Retains subject matter expertise in field or profession.
10. Maintain clean driving record and liability insurance applicable to being an authorized driver with the Blood Bank of Alaska.

GENERAL KNOWLEDGE, SKILLS AND ABILITIES

1. Strong interpersonal and supervisory communication skills.
2. Ability to foster a working environment conducive to excellent customer service.
3. Good organizational skills.
4. Ability to problem solve, and to make quality decisions.
5. Knowledge of general safety and quality assurance procedures.
6. Good writing skills.
7. Ability to adapt to change on a continuous basis.
8. Ability to maintain confidentiality.
9. Strong computer skills.
10. Ability to stand, sit and walk for long periods of time.
11. Ability to lift 50lbs.

EDUCATION

HS Diploma required; Bachelor’s degree preferred.



EXPERIENCE

Minimum three years of marketing experience preferably in a multi-faceted organization with a community needs based mission and high customer/public contact.

CERTIFICATES, LICENSES, ETC.

Current Driver's License

WORK ENVIRONMENT

Potential hazard due to exposure to blood or other potentially infectious materials. The Blood Bank of Alaska follows OSHA Bloodborne Pathogens Standards in the workplace.

The above is intended to describe the job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not to be construed as an exhaustive statement of all of the supplemental duties, responsibilities, or non-essential requirements.

My signature below indicates that I have read and understood the position description for Community Coordinator and agree to perform the duties as stated.

 Employee Print Name

 Employee Signature Date

 Supervisor Signature Date