

Position: Cancer Resource Center Training Chair

Location:

Time Frame: One year, renewable

Responsible to: Cancer Resource Center Lead Chair

Position Summary: Schedule, coordinate and track all necessary CRC Volunteer training. Training will include essentials of American Cancer Society (ACS) programs and services, data collection, meeting with patients, and position expectations.

Responsibilities:

- Inform local ACS and host site offices of upcoming trainings. Make sure everyone understands that all potential volunteer candidates must have an interview with the Training Chair or Recruitment and Publicity Chair prior to enrolling in the “Classroom” Training.
 - Complete an entry interview and collect the Application Packet from the candidate prior to the training.
 - Track completion of all training steps, including those of the ACS as well as the Host Site: host site training, host site tour, and shots, and ACS “Classroom” Training, shadow training, evaluation, certification and continuing education.)
 - Be responsible for “Classroom” Training, logistics, materials, and set-up.
 - Coordinate scheduling of Shadow Training, making sure the Shadow Training Checklist has been completed. (Actual tasks may be taught by any volunteer.)
 - Coordinate the follow up evaluation. The actual follow up evaluation will be done by the CRC Lead Chair.
 - Graduation and Certification: Training Chair is responsible for making sure new volunteers receive certificates of completion, and recognition at a monthly meeting.
 - Coordinate any ongoing/continuing education training for all volunteers as needed.
 - Coordinate need for more volunteers with Recruitment and Publicity Chair.
 - Make sure new volunteers understand the importance of data collection.
- Qualifications/Skills:
- Comprehension of the importance of data collection and willingness to train on the importance of data collection
 - Strong background in training and program orientation
 - Ability to communicate clearly in person, via telephone and in writing
 - Strong computer knowledge (preferably PowerPoint) and attention to detail and paperwork
 - Commitment to the American Cancer Society mission

- Cultural competence

Training Support Provided:

- CRC orientation and training
- Training Chair Guidebook, CRC Volunteer Training Notebooks for new CRC Volunteers and supporting materials
- Training offered on all programs, information and materials
- “Train the Trainer” – Division monthly-offered calls (only one call is needed)

Training Chair Guidebook

Cancer Resource Center • Having cancer is hard. Finding help shouldn't be. 15

- Annual CRC Summits, in-person or via phone
- Quarterly CRC Calls – Division-offered, recommended
- Quarterly e-newsletter – Distributed to all CRC Volunteers in the Division, as well as to other

ACS program volunteers

Staff & Volunteer Partners:

- Cancer Resource Center Lead Chair, Recruitment and Publicity Chair and CRC Volunteers
- ACS Staff Partner

The Training Chair Position Description should be discussed in conjunction with the Partnership

Agreement and other position materials with your CRC Lead Chair.