



## **Position Description: Club Officer**

### **About this Youth Executive Council Position**

The Club Officer approves and overlooks major volunteer opportunities such as bake sales, drives, etc. They work to promote club engagement, eventually serving as the connection point to any Miracle Foundation club events.

#### **Responsibilities:**

- Manages all future Miracle Foundation clubs/chapters (with Fundraising Officer)
- Thinks of ways to recognize and get youth more involved in future Miracle Foundation events
- Keeps club leadership running smoothly through regular checks and reports that give statistics and an overview on how well everything is connecting and going
- Provides clubs with assistance, tools, and resources to plan and execute projects
- Communicates regularly with Miracle Foundation clubs/chapters about regional events and updates
- Meets with any Miracle Foundation club officers or chapter sponsors on a regular basis to make sure everything is going smoothly
- Works with potential club members and recruits to get their transition and membership done as easily and quickly as possible by serving as a communication point and leader.
- Encourages and emphasizes the importance of volunteer hours, promoting the participation of youth in Miracle Foundation events
- During busy seasons, works with Miracle Foundation and Executive Council to think of distinguishable goals and future plans forward, especially regarding clubs and school participation
- Works directly with high school/middle school NHS/NJHS to promote Miracle Foundation events and strengthen partnerships

# Requirements

Youth Executive Council Members must exemplify the following:

- JOB SPECIFIC: Comfortable reaching out to schools and other clubs
- JOB SPECIFIC: Understanding of club dynamics, and experience with working with youth
- Global perspective, belief in our mission, and a passion for making a difference
- Excellent verbal and written communication skills
- Organized and detail-oriented, with effective time-management skills
- Strong work ethic, the ability to follow through, and a willingness to do what needs to be done, no matter how large or small
- Dependable, self-motivated, and conscientious
- Outgoing and enthusiastic, with a positive attitude
- Must be a current or incoming high school student

## About Miracle Foundation

**Our vision:** A family for every child in our lifetime.

**Our mission:** To empower vulnerable children to reach their full potential.

**Our work:** Miracle Foundation is an international nonprofit that helps orphans and foster children find a safe, stable, and permanent family. Whether in an orphanage or in the Foster Care System, our vision is a family for every child in our lifetime.

For the past 23 years, Miracle Foundation has been dedicated to improving the lives of children. In 2022 alone, we supported more than 170,000 children—and this is just the beginning of our vision. Today, we are a world leader in ending the need for orphanages and ensuring children grow up in safe, stable families. To achieve this, we are actively uniting children with families, partnering with frontline workers, preventing children from entering the system whenever possible, and stabilizing placements for children until they find a forever family.

Miracle Foundation has consistently received the highest ratings from Charity Navigator and other watchdog organizations that assess charities' effectiveness and financial transparency. Our goal is to allow a new generation of high school youth to actively lead the campaign in making a better world for vulnerable children.