

KEMPENFELT QUILTERS" GUILD

JOB DESCRIPTION

Position Title: Comfort Quilt Program

Revised July 2013

1. PURPOSE OF THE JOB

This Comfort Quilt project is a community based project that provides quilts for at-risk premature babies born at Royal Victoria Regional Health Centre, or transferred there from another medical care facility. These quilts have very specific guidelines to meet the developmental needs of the babies in the neo-natal care unit. These quilts should be 40 x 60, baby friendly fabric, label on front, with specific colours for backing according to the guidelines set down by RVH

2. PRIMARY RESPONSIBILITIES

- Solicit funds from any source for Comfort Quilt Project.
- Set up Quilting days at Grace United Church with Secretary of Church.
- Manage Quilting Days at Grace United Church troubleshooting & assisting people with their projects
- Purchase fabric, batting, backing to be cut into kits
- Find quick & easy patterns or re-write patterns for easy assembly.
- Print patterns with instructions.
- Maintain patterns in record book
- Print labels for quilts
- Cut backing & batting & fabric into kits.
- Record all kits, backing & batting distributed in Record Book.
- Take photographs of each quilt + label for Scrapbook.

3. SECONDARY RESPONSIBILITIES

- Write an article for monthly newsletter
- Take photos of quilting days
- Write an annual report of Comfort Quilt activities for president.
- One member to attend Executive meetings; all are welcome.
- Donate quilt to Grace United Church in appreciation for their contribution.

4. FINANCIAL RESPONSIBILITIES

- Solicit funds from any source available to you.
- Send Thank you notes to donators
- Keep a record of financial income & expenses to compare with Treasurer
- Turn over donations to KQG Treasurer.
- Purchase fabric, batting, backing, labels & tools as required

5. KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Computer Skills: Microsoft Word, internet search engines, e-mail.
- Knowledge of computer quilting software an asset.
- Competent quilting level
- Ability to understand a pattern and write clear directions for the members.
- Ability to speak in public.