

Comfort Quilts Job Description

PURPOSE OF THE POSITION

Comfort Quilts are 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. They are small quilts (40" by 60") that are used to cover the isolets in the Neo-natal Intensive Care Unit (NICU) and are given to the families of the babies should they choose to keep them. The quilt guidelines are quite specific: fabric or pattern should be baby appropriate and 100% cotton, with the label on front, with solid colours for backing fabric and quilting with thread to match the backing.

Primary Responsibilities

Quilt Kit Preparation and Construction

- Find a quick & easy pattern(s) or re-write pattern(s) for easy assembly.
- Print pattern(s) with instructions.
- Maintain patterns in a record book.
- Purchase backing, batting, fabric, etc. as needed.
- Print labels for quilts.
- Cut backing & batting & fabric into kits.
- Tally quilts completed by name and quilts to RVH in Excel files.
- Track expenses using an Excel file.

Quilting Meetings

- Book quilting days at Grace United Church with the Secretary of the Church in May
- Frequency: every two weeks, from 10:00 a.m. to 2 p.m. Sept. to May.
- Manage quilting days by troubleshooting & assisting people with their projects.
- Set up tables, chairs, power cord(s), irons and ironing boards for the group and put away all the supplies at the end of the session unless otherwise noted. Leave the room as found with the lights off.
- Send reminders via email using 'bcc' to Comfort Quilt group of upcoming sessions etc.

Supplies

- Supplies are kept under the stage on a large trolley at the Grace United Church.
- Supplies include:
 - 4 large cutting mats
 - 2 – 6" X 24" rulers
 - 1 – 6" X 6" ruler
 - 1 – 12" X 12" ruler
 - 2 Rotary cutters
 - 20 leg extenders for cutting tables
 - Custom power cord
 - Numerous bins of fabric
 - Estimated expenses for 100 quilts: \$1536.56*

*Note: This doesn't include the costs of the fabric for the top of the quilt.

- 9 bolts backing @ \$94.92/bolt
- 2 bolts batting @ \$323.12/bolt
- 2 pkg. Avery Printable Fabric (for labels) @ \$18.02/pkg

Quilt Delivery

- Email the Foundation Office at RVH when wishing to make a quilt delivery for the NICU and arrange a mutually convenient date for drop off.
- Deliver quilts and take pictures of the delivery.

General

- Donate one quilt (full size if possible) to Grace United Church per year for their fundraising purposes in appreciation for their contribution. (Meetings at the church are at no cost to the group because we are seen as a charity.)
- Write an article for the monthly newsletter and send it to Newsletter person by the monthly deadline, acknowledging donations (of quilts or product), giving upcoming CQ meeting dates and photos of any quilts handed in.
- Write an annual report of activities with the tally of quilts donated and the number created, one copy for the incoming member(s), one to the President and one to the Secretary for the Archives.
- One member to attend Executive meetings; all are welcome.

Financial Responsibilities

- Solicit funds from any source for the Comfort Quilt Project.
- Purchase fabric, batting, backing labels etc. for kits.
- Approach sponsors annually for donations. For example, \$500 has been given by TD and Casino Rama each for the last two or three years.
- Send Thank You letters to the donators.
- Turn over monetary donations to the Treasurer.
- Submit receipts for reimbursement to the Treasurer on the appropriate Guild form.

Knowledge, Skills and Abilities Required

- Computer Skills: Microsoft Word, Excel, 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.