

Quick orientation for collection managers

As a collection manager, you make it possible for the Red Cross to provide help in Finland and abroad

Collections support the readiness of the Red Cross to help. They provide uncommitted funds to the Disaster Relief Fund. This allows the Red Cross to provide immediate help where it is needed. You can invite new volunteers to collections as it is possible for anyone to help during them.

As a collection manager, you coordinate the collection activities of your branch. You ensure that the collectors have been recruited and provided with orientation and that their contact information is available. You see to it that an event announcement of the collection has been published in Oma Punainen Risti, the equipment and plan are in order and the collection locations have been agreed upon. After the collection, the collectors are thanked and the funds are accounted for.

You do not have to do everything by yourself. The board of the branch ensures that you have a good group of collectors who cooperate throughout the operation. Collections are typically short in duration, but they can be occasionally stressful. This is why it is important that the collection manager is supported by a partner or a team. You have an excellent chance to develop your coordination, delegation and cooperation skills.



Important duties of a collection manager:

- Studying the guide for collection activities and complying with them
- Participating in collection activity training sessions
- Coordinating the organisation of the Hunger Day collection in your branch
- Preparing a collection plan in cooperation with the branch board and other people in charge
- Ensuring the local visibility of the collection event in cooperation with the communications manager
- Coordinating the collection equipment
- Ensuring that collectors are recruited and provided with orientation and that their contact information is included in the collector register
- Overseeing the implementation of alternative collection methods based on your discretion
- Ensuring that the collection funds are accounted for
- Ensuring that the collectors are thanked
- Encouraging collectors to create a profile in Oma Punainen Risti

If possible:

- Participating in collection activity network meetings
- Assembling the collection team and coordinating its activities
- Surveying the best collection locations and methods in your area and utilising this information in the activities of your branch
- Ensuring the collection readiness of your branch in case of sudden emergency aid collections

- Cooperating with schools in connection with collections
 - Organising collection events, such as jumble sales
 - Recruiting collectors from educational institutions, other organisations and companies
 - Cooperating with companies with regard to collections
-

Start with these:

- Task-specific training: Basic collection manager course
- National Hunger Day training sessions
- The Red Cross collection and accounting guide
- The collection plan form of the branch
- The rules of the Disaster Relief Fund

In this position, you will be supported by:

- Osaston hallitukselta
- Osaston keräystiimiltä
- Piirin osastolle nimeämältä kummilta
- Piirin keräyksistä vastaavalta työntekijältä