



Who We Play For
2412 Irwin St,
Melbourne, FL 32901

HEART SCREENING DIRECTOR (HSD)

Job Type:

The WWPF Heart Screening Director will be responsible for helping plan, schedule, and run Heart Screening Events throughout the United States as a part of the WWPF team. Applicant should be highly motivated with effective customer service and interpersonal skills.

Location:

Florida

General Job Description:

The ideal HSD will be an organized, take-charge professional with strong interpersonal and communication skills. The HSD will need to be able to manage administration and logistics to run heart screening events. This is a commission-based position and requires availability on evenings and weekends.

Duties and Responsibilities:

- Interface with Athletic Trainers, nurses, and other school officials to coordinate events
- Manage screenings at schools and other locations
- Recruit, train, and coordinate workers and/or volunteers
- Maintain client relationships and records in Salesforce software
- Participate in weekly status reports of productivity
- Seek funding opportunities for children unable to pay for screenings
- Maintain and properly store equipment

Qualifications for the Role:

- Education: Bachelor's Degree or equivalent work experience
- Self-motivated worker able to work independently
- Strong communicator, both written and spoken
- Background in the non-profit/healthcare sector
- Ability to think creatively under pressure
- Attention to detail and project management
- Strong skills in time management
- Experience with Microsoft Office (Word, Excel, PowerPoint)
- Must pass a background check
- Must have direct experience working with volunteers

All resumes should be sent to info@howeplayfor.org.