

Raise the Roof Campaign Volunteer Descriptions

General Description Content

As we move deeper into our Raise the Roof Campaign, there will continually be opportunities for members to serve in various aspects of the effort. The position descriptions below are particularly important, as they will provide coordination, support, and management capacity for the campaign. **The Raise the Roof Campaign is currently seeking to fill the volunteer positions of:**

Data Management Volunteers

Responsible for: Personally and through a team, managing record entry, updating, maintaining, and extracting data from a fluid database in support of the Raise the Roof campaign and associated committees.

Data Management Coordinator

Desired Skills:

- Working knowledge of Windows computers and common software (i.e. Word, Excel)
- Knowledge of data analysis techniques and strategies
- Ability to present data analysis results to staff
- Ability to work with church members and staff

Training and Experience:

- Experience using word processing, presentation software, and spreadsheets to generate reports and to make presentations
- Experience with analytical software and basic statistical analysis
- Experience with data entry procedures using a PC or other data entry terminal
- Other combinations of applicable education, training, and experience necessary to perform effectively in the position, may be considered

Other Required Resources: Laptop computer with Internet access

Time Commitment: 10 hours/week (+/-5 as needs may arise)

Primary Volunteer location: 400 West 95th Street

Communications and Correspondence Volunteers

Responsible for: Correspondence, announcements, and communications distributed to active and participating members of the Raise the Roof Campaign Committee, as well as coordination and distribution of correspondence, announcements, etc., to the broader church, as directed by the Committee. Also for sorting, date stamping, and distributing campaign snail and electronic mail, calling posts and social media campaigns.

Raise the Roof Campaign Volunteer Descriptions

Communications and Correspondence Manager

Training and Experience: 1-2 years of business office experience preferred, skilled in Microsoft Office and Excel.

Available Resources: TrinityNET Database

Other Required Resources: Laptop computer with Internet access

Time Commitment: 10 hours/week. (+/-5 as needs may arise)

Primary Volunteer location: 400 West 95th Street

Phone Bank Volunteers

Responsible for: Placing phone calls to members in support of the Raise the Roof Campaign, under the guidance of RTR Stewardship committee and the supervision of the Phone Bank Manager.

Phone Bank Manager

Responsible for: Coordinating and monitoring the telephone solicitation and communications efforts of a volunteer team in support of and on behalf of the Raise the Roof Campaign.

- Develops phone bank operational strategies by conducting needs assessments, performance reviews, and capacity planning
- Working with the RTR campaign committee to develop appropriate scripts to accomplish goals
- Accomplishes phone bank objectives by recruiting, selecting, orienting, training, assigning, coaching, counseling, and disengaging volunteers; administering scheduling systems; communicating phone bank expectations; planning, monitoring, appraising, and reviewing volunteer contributions; enforcing policies and procedures
- Prepares phone bank performance reports

Training and Experience: Customer Service, Verbal Communication, Process Improvement, Problem Solving, People Skills, Teamwork, People Management, Managing Processes, Emphasizing Excellence

Available Resources: TrinityNET Database and the Raise the Roof Campaign virtual library

Other Required Resources: Laptop computer with Internet access

Time Commitment: 10 hours/week. (+/-5 as needs may arise)

Primary Volunteer location: 400 West 95th Street

Home Meeting Volunteers

Responsible for: Coordinating annual home prayer meetings in support of the Raise the Roof Campaign.

Project Manager of Home Meetings

- Organize and facilitate project planning for the home meetings
- Recruit and manage the volunteer team to execute project
- Recruit Trinity families/members to host home prayer meetings
- Develop invitation planning and implementation
- Find and work to remove development and project roadblocks
- Works with Multimedia Communications team to draft home visit marketing plan

Raise the Roof Campaign Volunteer Descriptions

Training and Experience: Customer Service, Verbal Communication Problem Solving, People Skills, Teamwork, People Management, Managing Processes, Emphasizing Excellence

Available Resources: (Deacons/TrinityNet database to coordinate schedules)

Other Required Resources: Laptop computer with internet access

Time Commitment: 10 hours/week. (+/-5 as needs may arise)

Primary Volunteer location: 400 West 95th Street

Volunteer Coordinator

Responsible for: Coordinating and supervising the overall volunteer team of support persons in collaboration with the Raise the Roof Campaign Team Leader and Pastoral Liaison, in order to efficiently maintain productive progress and successful performance of all Raise the Roof Campaign Volunteers.

- Assist in the recruiting, screening, interviewing, selection, training and managing of volunteers
- Prepare and distribute assignment documentation
- Provide assistance and consultation for volunteers as needed and when requested
- Participate in volunteer evaluations as assigned by the Senior Pastor or members of the Executive Leadership Team
- Attend stewardship committee meetings, In-service trainings (and assist with coordination, if requested), as well as assisting with volunteer appreciation events

Training and Experience: Customer Service, Verbal Communication, Process Improvement, Problem Solving, People Skills, Teamwork, People Management, Managing Processes, Emphasizing Excellence

Available Resources: ELT and Pastoral Staff (Rev. Mark A. Smith/Rev. Aaron J. McLeod)

Other Required Resources: Laptop computer with Internet access

Time Commitment: 10 hours/week. (+/-5 as needs may arise)

Primary Volunteer location: 400 West 95th Street

For more information or if you have questions, please contact Rev. Aaron McLeod, 773-966-1851 or ajmcleod@trinitychicago.org.