



FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN DIEGO

The Rev. Dr. ARVID STRAUBE, Lead Minister ♦ The Rev. KATHLEEN OWENS, Associate Minister
ELIZABETH M. JONES, Dir. of Religious Education ♦ KENNETH HERMAN, Dir. of Music ♦ KAREN WALTER, Dir. of Operations

Volunteer Job Description, Membership Team Coordinator, Page 1 of 2

Director of Membership & Generosity, July 2010

Membership Team Coordinator

- Supervised and supported by Director of Membership and Development
- 3 to 5 hours a week, average
- 2 year position {3 months training, 18 months active, 3 months helping recruit and train replacement}

This Volunteer Position works with paid staff to:

- Facilitate monthly “Becoming a Member Orientations”
- Assist with conducting Phase 2 “Get to Know You” conversations
- Assist with scheduling generosity volunteers for Phase 3 meetings
- Assist with recruiting, coordination and training and supervision where needed of volunteers to assure FUUSD is effective in all areas of the membership path (from creating membership packets to following up with potential members, to integration of new members into church life.)
- Help create a culture of recognition and appreciation of all members
- Help create a culture of recognition and appreciation for all membership volunteers
- Assist with conducting exit interviews for resigning members

Qualifications:

- Candidate must be a voting member of FUUSD, familiar with UU faith and values
- Must be familiar with organizational structure of FUUSD and congregation or willing to learn
- Excellent interpersonal and communication skills - open/receptive communication style
- Must be computer literate and have regular access to internet and email
- Candidate should have solid organizational skills, able to understand “big picture” of church vision and programs while understanding importance of details
- Possess the ability to access strengths and challenges of incoming potential members
- Possess the ability to delegate tasks and recruit volunteers
- Experience with volunteer management a plus
- Ability to maintain professional confidentiality with personal information

Compensation:

This is a volunteer position for which there is no monetary compensation. Non-financial benefits include direct, regular supervision and collaborative relationship with program staff, access to program staff support, training in church program development and implementation, leadership training and support, and upon successful completion of volunteer position, certificate of completion, letter of recommendation and lay leader sabbatical support.

Initial Job Responsibilities:

Work with Director of Membership and Development to:

- Review current Membership process and identify any areas needing improvement
- Create Volunteer Job Positions for “Membership Team”
- Identify and recruit members for “Membership Team”
- Co-facilitate launch meeting for “Membership Team”
- Have Membership Team fully staffed and functional by August 30, in preparation for September “back to church” season.

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