



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 Member, Page 1 of 1

Director of Membership & Generosity, July 2010

Membership Team Member

- **Supervised and supported by Volunteer Membership Coordinator and the Director of Membership and Development**
- **1 to 3 hours a week**
- **1 year position**

This Volunteer Position works with the Volunteer Membership Team Coordinator and paid staff to perform one or more of the following tasks:

- Copy, collate and construct New Member Packets as needed
- Keep New Member Magazine in stock on the Sunday Patio and in the church office
- Keep South Bay stocked with New Member materials
- Input New Member data into E-Tapestry database
- Create, gather and organize material for Phase 3 New Member Meetings
- Assist with coordination, staffing and facilitation of New Member Receptions
- Assure that New Member photographs are displayed on church bulletin boards
- Assist with the monthly Member Anniversary mailings
- Assist with the monthly membership Birthday mailings / contact
- Assist with other membership contact projects as needed
- Help create a culture of recognition and appreciation of all members
- Serves as a Membership Ambassador to all individuals on the campuses of First UU Church in Hillcrest and South Bay

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
- Must be comfortable following direction and working independently
- Must be computer literate and have regular access to internet and email
- 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 regular supervision from Volunteer Membership Coordinator and Director of Membership and Development, collaborative relationship with program staff, access to program staff support, and upon successful completion of volunteer position, certificate of completion.

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