

## **First Unitarian Church of Alton**

110 East 3<sup>rd</sup> Street, Alton, IL 62002

Office: (618-462-2462)

**Position:** Canvass Coordinator  
**Reports to:** Board of Trustees through Stewardship Committee  
**Hours required:** Only active during the Canvass (about three months) during which volunteer hours will range from 5-10 hours each month.

### **General description:**

The Canvass Coordinator oversees the annual Canvass through recruiting volunteers and delegating responsibilities, ensuring timely completion of the Canvass, and assuring that final tasks are completed after the main Canvass.

### **Responsibilities:**

- Collaborate with the Minister to plan the calendar for the Annual Canvass.
- Recruit volunteers to complete particular tasks of the Canvass.
- Convene meetings of the Canvass volunteers to coordinate implementation.
- Delegate responsibilities as appropriate.
- Report to the Board *once* directly after the Canvass is concluded to provide feedback on income and the process in general.
- Attend quarterly meeting of the Stewardship Committee to report on programs, report back to the Board, and coordinate with other teams.
- Contact the Minister in the event of emergencies related to member safety.
- Make official requests of the Board related to the Annual Canvass, as needed.

### **Skills:**

- Ability to communicate effectively in writing and verbally.
- Ability to delegate responsibility.
- Ability to recruit and sustain volunteers.
- Detail oriented.