

First Unitarian Church of Alton

110 East 3rd Street, Alton, IL 62002

Office: (618-462-2462)

Position: Sunday Support Coordinator
Reports to: Board of Trustees through Stewardship Committee
Hours required: 2-5 hours per month

General description:

The Sunday Support Coordinator recruits and monitors the key volunteer positions on Sunday including greeters, ushers, kitchen volunteers, and snow removal teams. These tasks may be completed personally or delegated to appropriate teams.

Responsibilities:

- Communicate with teams to determine needs and support programs. Teams include:
 - Kitchen clean-up
 - Greeters/Ushers
 - Snow Removal (on Sundays when needed)
- When appropriate assist in locating volunteers for appropriate teams/activities.
- Send a request out on Facebook or other appropriate media on the Friday or Saturday to request volunteers to shovel snow on Sunday morning.
- 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 Sunday Support, as needed.

Skills:

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