



# Committee to Save Split Oak Volunteer Position Description



**REPORTS TO:**

- Lisa Brown: [mbaredcentral1@gmail.com](mailto:mbaredcentral1@gmail.com)
- Eric Rollings: Eric Rollings <[eric@mainframere.com](mailto:eric@mainframere.com)>
- Other inquiries: [Savesplitoak@gmail.org](mailto:Savesplitoak@gmail.org)

**Hourly Requirements:** Must fulfill an 2-5 hour weekly schedule during the selected times below.

**Mandatory Orientation on September 1st at 6 pm via Google Hangouts:**

- **Join by phone** (US) +1 646-653-3729 PIN: 482 845 023#

**\*Deadline to sign up : August 31st at 5 pm. [Please fill out this form](#) for your application to be officially submitted (Or email the email addresses above).**

**Possible Volunteering Stations/ Responsibilities:**

Title:	Description:	Required Min Hourly Commitment:
SW= Sign Waiving	Meeting with small groups in locations with signs for awareness spreading/ outreach and sign waiving.	Min 3 hours each time
P= Phone Calls	Meeting on a weekly basis to call numbers provided on lists in order to spread the work regarding the Save Split Oak campaign while phone banking	Min 3 hours each time
W= Writing	Writing blogs/ press releases and other outreach tools to spread the word regarding any updates/ fundraisers, website content and email templates for outreach.	Min 2-5 hours per week
SM= Social Media	Helping to schedule social media posts on facebook, instagram and twitter. Writing captions and helping create content. Engaging with audience members with questions.	3-5 hours / week
PR= Press	Reaching out to the press contacts provided and engaging with them on a weekly basis to ensure they are made aware of this advocacy group.	2-5 hours / week
DD= Door Dropping	Taking printed media and leaving it on doorsteps in communities around the assigned neighborhoods.	Min 3 hours each time

FR= Fundraising	Overseeing your own fundraising events or helping to facilitate a fundraising event that is already in motion. Doing outreach on behalf of the fundraisers.	2-5 hours / week
DE= Data Entry	Working With Eric on gathering contacts and other data and entering it into organized spreadsheets. Managing any data that comes in from volunteers and capturing it on spreadsheets.	2-5 hours / week

**REQUIREMENTS:**

- When you are representing the Committee to Save Split Oak, you must act as a positive and productive member that contributes to this advocacy group in an effective manner.
- You must be a good communicator and be responsive when needed by a member of the committee.
- You must show up on time and practice social distancing when in the community to avoid the spread of COVID 19.
- Must practice the best hygiene practices, often washing your hands and keeping your appearance professional.

**RESPONSIBILITIES:**

- ✓ **The beginning of this volunteering experience will start on September 1st and will end November 3rd.**
- ✓ You must attend the orientation for volunteers on September 1st at 6 pm.
- ✓ Must wear a mask when out in the public representing the COmmittee to Save Split Oak.
- ✓ Must keep a positive and professional demeanor and not engage with the press or a community member in a negative / aggressive way.

**ACKNOWLEDGEMENT:**

- ★ Must work your minimum assigned hours while keeping a positive attitude and practicing the best COVID-19 social distancing/ mask wearing protocol.

Print Name\_\_\_\_\_

Signature\_\_\_\_\_

Date \_\_\_\_\_

Department Leader\_\_\_\_\_

\*Please print signature page and bring to Onboarding day with your waiver and non disclosure.