



Committee to Save Split Oak Volunteer Team Leader Position Description



REPORTS TO:

- Lisa Brown: mbaredcentral1@gmail.com
- Eric Rollings: Eric Rollings <eric@mainframere.com>
- Other inquiries: Savesplitoak@gmail.org

Hourly Requirements: Must fulfill an 5-10 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:
VTL: Volunteer Team Leader	You will have more responsibility overseeing team members for any of the volunteer positions that are not in leadership positions. Manage teams that either do door dropping content, phone banking or sign waiving/ living in communities. Must manage the data and progress while reporting on a weekly basis to the Committee to Save Split Oak task Force.	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 manage teams of volunteers, keeping careful records of their progress individually and not be afraid to ask for them to correspond in a timely manner. Be sure to manage their attendance and their productivity for each role.
- ✓ 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. Must manage teams of volunteers effectively and report all progress in a weekly manner.

Print Name _____

Signature _____

Date _____

Department Leader _____

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

Date _____

Department Leader _____