

JOB DESCRIPTION
WCDCC OFFICE VOLUNTEER SCHEDULER

Title of Position: Washington County Democratic Central Committee
Office Volunteer Scheduler
Committee: Office Committee
Reports to: The Office Committee

Overall Responsibility: To keep the Washington County Democratic Central Committee (WCDCC) Office (Office) staffed with a Manager of the Day (MOD) and another volunteer during published hours of operation. Fulfill the duties according to the Office policies and procedures.

Key Areas of Responsibility:

1. Make certain the Office is staffed by calling, talking to or e-mailing volunteers to get office volunteers to fill the open slots during published hours of operation
2. Contact new volunteers for scheduling
4. Maintain the list of office volunteers and MOD's.
5. Maintain the Google office staffing calendar
6. Report changes in volunteers' information to the maintainer of the office volunteer email list.
7. Record notes in My Campaign of office volunteer activities
8. Attend monthly Office Committee meeting
9. Other duties as assigned

Consults with:

1. Office Committee Co-Chair Persons
2. The WCDCC Volunteer Coordinator
3. The Office Volunteer Manager
4. All office work groups/ad hoc committee chairs

Term of Volunteer Position:

Open ended position.

A two week notice in case of inability to continue this volunteer position

Qualifications:

1. Enjoys communicating with people
2. Knowledge of/or ability to learn Vote Builder and My Campaign, Excel, Word, Google Calendar and e-mail processes