

Day of Service **Volunteer Positions**

Below are some of the volunteer positions that you might find helpful for effective implementation of your Day of Service:

Day of Service Director

- Wants to help the church have a positive impact in a school community through service.
- Duties: To take the vision and goals of Day of Service and make them reality through effective planning and leadership.
 - Primary point of contact for the school's Site Coordinator re: the Day of Service
 - Works with the Site Coordinator to promote the Day of Service within the church
 - Oversees volunteer signups and work assignments
 - Oversees communication with volunteers, school and church
 - Oversees development of work plans
 - Oversees equipment and materials procurement
- Skills needed: Strong leadership, planning, interpersonal and problem-solving skills.
- Hours required: 10-40 hours/week leading up to Day of Service (depends greatly on size and scope of work); 6-8 hours on Day of Service itself.
- The Day of Service Director should be a proven leader within the church community.

Team Leaders

- Wants to help church teams have a positive impact in a school community, using skills and area expertise to do so.
- Duties: To provide leadership for a certain category of work (for example, landscaping).
 - To create a work plan for area of expertise
 - To lead work through implementation of the work plan
- Skills needed: Strong leadership, planning and problem-solving skills, strong knowledge of area of work.
- Hours required: ± 5 hours/week leading up to Day of Service; 5-7 hours on Day of Service itself.
- Team Leaders should be proven leaders in the church community with area expertise where needed (especially landscaping and painting).

Team Captains

- Wants to help church teams have a positive impact in a school community.
- Duties: To provide leadership to a team of volunteers on the Day of

Service within a certain physical space. (for example, painting the band room).

- Skills needed: Strong leadership and interpersonal skills, a functional knowledge of their area of work.
- Hours required: ± 5 hours the week before Day of Service; 5-7 hours on Day of Service itself.
- Team Captains will be trained by Team Leaders the week leading up to Day of Service.

Registration and Volunteer Coordinators

- Wants to help volunteers get smoothly connected to Day of Service work teams.
- Duties: To organize and implement the registration process for Day of Service volunteers.
- Skills needed: Administrative, planning and strong interpersonal skills.
- Hours required: ± 8 hours the week before Day of Service; 5-7 hours on Day of Service itself.
- Registration Volunteers will receive training from their Team Leader the weeks leading up to Day of Service.

First Aid Volunteers

- Wants to help the church serve a school community with a smooth-running Day of Service through planning and preparing for minor injuries.
- Duties: To plan for possible injury during Day of Service by obtaining appropriate first aid equipment, and to be available during Day of Service to treat minor injuries.
- Skills needed: Medical training (registered nurse, doctor or EMT).
- Hours required: ± 3 hours the week before Day of Service; 4-6 hours on Day of Service itself.
- Medical training should be fully completed before first aid volunteers serve in this capacity.

Equipment Manager

- Wants to help the church serve a school community with a smooth-running Day of Service through effective equipment management.
- Duties:
 - To manage the procurement of any necessary large equipment needed for Day of Service
 - To track the location of the equipment during Day of Service
 - To ensure that all equipment is returned to its owner in its original state
- Skills needed: Administrative and planning skills, and a functional knowledge of the types of equipment being used.
- Hours required: ± 5 hours/week leading up to Day of Service; 5-7 hours on Day of Service itself.

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- The Equipment Manager should be a trusted, administratively minded person within the church community.

Landscaping Volunteers

- Wants to be part of the church community serving a public school in any way needed.
- Duties: To work under the direction of Team and Area Leaders on exterior landscaping projects.
- Skills needed: Physical ability to do the work requested.
- Hours required: 3-5 hours on Day of Service.
- Volunteers will receive any needed training as they arrive at the job site on Day of Service.

Cleaning Volunteers

- Wants to be part of the church community serving a public school in any way needed.
- Duties: To work under the direction of Team and Area Leaders on cleaning projects.
- Skills needed: Physical ability to do the work requested.
- Hours required: 3-5 hours on Day of Service.
- Volunteers will receive any needed training as they arrive at the job site on Day of Service.

Painting Volunteers

- Wants to be part of the church community serving a public school in any way needed.
- Duties: To work under the direction of Team and Area Leaders on painting projects.
- Skills needed: Physical ability to do the work requested.
- Hours required: 3-5 hours on Day of Service.
- Volunteers will receive any needed training as they arrive at the job site on Day of Service.

Procurement Team

The Procurement Team (see *Strategic Planning* for Volunteer Organization) should be contacted and available to help obtain donations of equipment, paint, etc., as well as food and water for the Day of Service, as they're able.

Transportation Team

The Transportation Team (see *Strategic Planning* for Volunteer Organization) should be contacted and available to help transport equipment and other goods as needed.