

## **First Unitarian Church Position Description**

**Position Name:** Name Badge Coordinator

**Purpose of Position:** to create and maintain name badges for members and visitors

**Responsibilities:**

1. Type name badge inserts for members and frequent visitors and put them in plastic holders
2. Straighten out name badge kiosk and frequent visitor case as needed
3. Keep old visitor name badge inserts in alphabetical order for future use if visitor returns.
4. Ask Office Administrator to re-order stick-on name badges with church logo as needed, making sure money for their purchase is in committee budget
5. Re-order plastic name badge holders as needed, making sure money for their purchase has been budgeted

**Qualifications:**

1. Be well-organized
2. Be attentive to detail
3. Know how to use word processing

**Amount of Time Required:** 1 hour/month

**When:** As needed

**Training Provided:** Current coordinator will train his/her successor.

**Responsible To:** Welcome/Membership Committee Chair

**Support Provided:** Greeters and Visitor Database Coordinator will give information about names that need to be printed.

Last reviewed 12/3/08