

First Unitarian Church Position Description

Position Name: New U Orientation Coordinator(s)

Purpose of Position: to organize New U Orientations and lunches

Responsibilities:

Pre-planning

1. Set up dates with minister for 3 orientations/year (fall, winter, spring)
2. Reserve Ellen Hall Room
3. Arrange for child care
4. Arrange for custodian to set up room, make coffee, etc.
5. Get volunteers to help with food and drink, set-up, clean-up, etc.

Advertising

1. Advertise in newsletter 1-2 times
2. Advertise in Order of Service 2 Sundays preceding
3. Send invitations to recent visitors 3 weeks in advance – get list of visitors from Welcome/Membership Chair
4. Send email or make phone calls to remind them

Orientation day duties

1. Put out nametags for attendees, greet them as they arrive
2. Set tables for lunch
3. Have light breakfast foods available
4. Make sure children are with caregiver
5. Ask minister if she needs any last-minute help
6. Serve lunch
7. Clean up
8. Arrange for child care workers to get paid

Qualifications:

1. Be well-organized
2. Be attentive to detail

Amount of Time Required: 4-5 hours

When: Three times a year

Training Provided: Current coordinators will train their successors

Responsible To: Membership Chair

Support Provided: Welcome/Membership committee members will help. Volunteer Coordinator will provide names of other church members to help. Minister will be in charge of orientation itself.