



## Request for Volunteer

**Manager Initiating Request:** Gene Richert

**Area of Ministry:** Outreach – recruiting of volunteers

**Brief Job Description:** This volunteer will regularly contact church youth groups and men's and women's fellowships about specific volunteer needs at CVYR. This person can work from home and report results to me via email.

**Days and Times Volunteer is needed:** Basically any time the volunteer finds convenient to work. He/she should probably be flexible evenings for contacting groups in person.

**What RESOURCES does the volunteer need?**

- A computer to send and receive email.
- Transportation to churches in the area to give presentations to groups.
- Access to CVYR volunteer forms.
- A list of questions that will provide access to target groups in churches.

**What ATTITUDES will make this volunteer effective?**

- Likes to make "cold" contacts.
- Desires to stay informed of volunteer needs at CVYR.
- Eager to visit new groups of people.

**What COMPETENCIES are required by the volunteer to be successful?**

- Basic computer literacy.
- Ability to communicate with large and small groups of various ages.
- Unafraid to make phone calls.
- Able to deliver new contact information in a timely manner.

**What KNOWLEDGE will the volunteer need in order to do his/her job?**

- Know how the volunteer process and levels work at CVYR. (Volunteer will be trained on this.)