

Volunteer Job Description

Title: Triangle Speakers Telephone Outreach Volunteer
Report to: Triangle Speakers Coordinator
Trained By: Triangle Speakers Coordinator
Shift: 3 Hours per Week
Schedule: 9am to 6pm, Monday through Friday
Minimum Commitment: 3 Months

Job Summary: Under the supervision of the Triangle Speakers coordinator, help to make calls to schedule and update our volunteer speakers with current information about the program.

Duties and Responsibilities

- Make weekly calls to as many of our 100+ volunteer speakers
- Keep a record of the calls made and report any feedback from volunteers

Knowledge, Skills, and Abilities

- Pleasant telephone manner
- Detail oriented
- Ability to use excel and/or access database software
- Ability to establish priorities, work independently, and proceed with objectives without supervision