

Columbia Wings Oregon Chapter “P” Chapter Phone Tree Coordinator

Job Description

Title Chapter Phone Tree Coordinator

Department(s) Chapter Staff

Reports to Chapter Director

Job summary

- **The Chapter Phone Tree Coordinator will be responsible for establishing a committee to call members and remind them of upcoming chapter events.**
- **Maintain a current list of chapter members and their phone numbers.**

Summary of essential job functions

- **Work with Chapter Director to establish and maintain a current list of chapter members and their contact phone numbers.**
- **If necessary, form a volunteer committee to contact chapter members.**
- **Contact chapter members and staff to remind them of upcoming chapter events, meetings, breakfast rides, etc.**

Minimum requirements

- **Good communicator.**
- **Good record keeper.**
- **Willingness to volunteer your time to the chapter for this position.**

Abilities required

- **Ability to work as a team member.**

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a chapter member who volunteers for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All chapter staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

None