

Volunteer Activities Description

Name of activity: Office Help – Phone Coverage

Mission Team responsible:

How much time is required, and how often? Varies. On an as needed basis.

When (time of day/week/month) is this activity performed? Varies

Please describe what this activity entails: Phone coverage for office staff during vacation, sick time, or during an activity that requires the staff to be out of the office.

How much training is needed to perform this activity? When is it provided? About a half hour at a convenient time for the volunteer but during office hours.

Where is this activity performed? Church office

Who does the volunteer report to? Office staff

Who can a volunteer contact for more info?

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