

# Volunteer Equipping Data Team

**Purpose:** Volunteer Equipping teams help our church carry out its mission by helping people serve. Through the data they maintain, the equipping data team helps connect people with serving opportunities they enjoy.



**Responsible to:** Isabel Peterson, Equipping Administrative Assistant. The SPLC staff member who supports this ministry is Karen Kogler, Director of Equipping.

## **Job description:**

- The core of this team is people who, on an ongoing basis, create and maintain records on the gifts, interests and ministry participation of people in the St. Peter family. Volunteers are given the ability to enter and update data from their home computer over the internet.
- Some short-term tasks will be available for one-time volunteers throughout the year.

**Time requirement:** A volunteer should have one hour per week available, although there might not be that much work every week. The work can be done whenever it is convenient, although a somewhat regular schedule is often helpful.

**Length of commitment:** A one year commitment is preferred, with renewals as desired.

**Training provided:** Complete training is provided and will be done in person or over the telephone so that each person can be on a computer.

**Skills/qualifications:** Basic internet skills and experience are necessary. Some experience in databases is very helpful. This is not 'entry level' work. People are needed who are very careful and detail-oriented, as this work must be accurate. The volunteers should be people who can keep in mind the real people behind the data, and can look for ways to make the system work for them.

**Benefits to the volunteer:** This job is a joy for people who like to work with data and keep accurate records. But the bigger joy is having a part in connecting a person with a ministry opportunity that can bring joy and change lives.