



Ministry Description

Volunteer Office and Administrative Team Member

Reports to Regional Ministry Leader or Area Coordinator

Summary

Support the local Regional Office in administrative areas and support the Area Team Leadership as they seek to engage the community to become actively involved in sharing the hope of Jesus Christ through Operation Christmas Child (OCC).

Primary Responsibilities

- Complete administrative projects as assigned, which may include, but are not limited to: managing files, ordering and organising materials, managing resources and filler, data entry, assembling handbooks or resources, sending materials, resources and filler, and answering phones and emails
- Maintain, update, and organise databases for Regional Office or Ministry Teams as assigned by Regional Ministry Leader or Area Coordinator
- Coordinate local promotions and events with Regional Ministry Leader or Area Coordinator
- Maintain, update, and organise spreadsheets for Regional Office or Area Teams as assigned
- Banking during peak months
- Keep informed of information and resources available on MyOCC

Qualification

Spiritually mature Christian with strong interpersonal, organisational, and communication skills, and a solid working knowledge of Microsoft Word and Excel. Must be connected to and knowledgeable of designated geographic area and be committed to the ministry goals of Samaritan's Purse/OCC. Must be a minimum of 16 years of age to be selected into a position and serve on an Area Team. Parental consent is required for all volunteers under the age of 18. Hold a Working with Children Check relevant for their state/region.

Regular access to an individual email account and MyOCC is required.

Training Expectations

- Complete required in-person and online training
- Attend regional events and Area Team meetings
- Attend annual Connect Conference (encouraged)

Volunteer Time Commitment

- Ideally a volunteer term for a one year period.
- May require a time commitment up to 1 to 5 hours per week, possibly increasing during peak months.
- Volunteer role is re-evaluated annually and can continue by mutual agreement.