

ALBANY UU SERVICE OPPORTUNITY DESCRIPTION

Service Opportunity Name/Title:

Circle Dinner Coordinator

Service Opportunity Brief Description:

Circle dinners provide an opportunity for six to ten Albany UU members and friends to socialize over a delicious potluck dinner in a private home and become better acquainted with fellow UUs. The chair sets the dates, publicizes the dinners, and organizes attendees into dinner groups.

Service Opportunity Detailed Description:

The chair coordinates with the PCC to establish six or seven dates during the church year. The chair publicizes each dinner using Windows, the Thursday Preview, the Order of Service, email, and word-of-mouth; provides directions and timelines for signing up; identifies hosts; assigns guests to dinners; notifies hosts and guests of their assignments; and summarizes activities for the Annual Report. The organizational model is not fixed. The current chair will describe models used by other UU congregations or the new chair may innovate.

Length of Service Commitment: 2 years

This opportunity will enable you to get to know diverse people in the Albany UU congregation and promote community by helping others to become better acquainted and find others with common interests.

Skills Needed:

The volunteer needs basic writing and organizational skills and must use email. Excel skills are helpful, but not essential.

Training, assistance, and safety requirements: The current chair will work with the volunteer to establish a manageable organizational model and to successfully employ that model.

Number of positions available: __1__

Key words: work at home