

18 SOLO SERVICE OPPORTUNITIES TO FIT YOUR SCHEDULE at Albany UU

Tasks to help out our office staff - short term, little training

Alphabetize the two nametag boards

The main board for members requires only occasional attention. The board for visitors requires weekly attention.

Papercutting and Photocopying, Restocking and Repairs:

Miscellaneous photocopying such as restocking the financial forms notebook and various tags and cards (see below)
Paper cut the yellow name tags, blue guest cards, green 'What to expect after the service' cards, pink and yellow money collection sheets, yellow joys and sorrows cards, and blue donated food description cards.

Make sure all hymnals have Joys & Sorrows cards in the pockets in the back. Glue in new pocket card holders as needed.
Repair braille hymnals as needed.

Polishing, Etcetera

Both the chalice and several tables in Emerson and the adjoining hall need polishing on occasion.

Regular removal of wax from the table and fabric runner under the chalice.

Caring for miscellaneous service items left in Emerson.

Plant Care:

Jades in Sanctuary, watering (training required!).

Plants in Emerson, watering, pruning, feeding.

Vase Closet Czar

Loose vases need to be returned to the closet weekly. Tidying the closet required monthly or less.

Tasks to help out our office staff - longer term, will need training

Facebook Czar:

Write posts for public page and schedule posts. Can be done at home.

Website maintenance:

Some tasks need weekly attention, some not. For example, general events and SRC events will need weekly attention. Information will need to be collected and in some instances written up for the website. Could be different people doing different parts. This can be done at home.

Writer/editor:

Materials come in mostly via email for the weekly blast and the monthly Windows publications. The task is to edit all materials for style and length, and rewrite as necessary, then pass on the edited materials for office staff to do the final compilation. This task could be expanded to encompass compilation and layout and creation of the monthly newsletter. This task can be done at home.

Membership volunteer:

Weekly record guest data from blue guest cards and enter in Guest Log (google doc). Put dates on nametags and place on lobby bulletin board, send Welcome letters. *As needed*-- print 'permanent' white nametags, copy/cut materials for Guest packet, Joining packet, Pledge packet, print our Albany UU brochures for the rack as needed.

Setting up instruction books for committee chairs

This involves looking at old binders for ideas, incorporating current materials, and arranging for distribution of the materials to the appropriate committee chairs.

Spring or fall project:

Organize second floor storage room removing outdated financial files for shredding. Throw out useless stuff. Continue organizing.

Summer project:

Work with a staff person to reorganize office files.

NOTE: Any tasks requiring computer time at the office (like the Membership volunteer) need to be done outside of Tammy's hours, currently Wednesday any time, or Mon/Tues after 1:30 pm.

Tasks to help out or Religious Education (RE) Director

Create two Interactive bulletin boards each month:

There are two bulletin boards, one in the basement hall and the other in the second floor hall, designed for kids to interact with. The theme changes monthly. Leah provides the materials that need to be posted. The volunteer provides the creative know-how to make the presentation attractive and fun for kids.

Materials Czar:

Put out and later put away the materials needed in each classroom for the various projects
Keep RE materials organized in the classroom closets and the three other storage closets and various shelves where supplies are stored.

Sunday Sparkler Layout

Do layout and make attractive the two-page weekly newsletter for parents, using Word or Publisher.

Snack Czar

Once a week, buy healthy snacks (bananas, apples, grapes, carrots, etc.) for each classroom, using Albany UU's discount card at Restaurant Depot off Fuller Road.

Record RE attendance Data Entry

Once a week, enter information in the church database regarding which children were in attendance.

Summer Volunteer

Purge and re-organize closets in classrooms and the three other storage closets and various storage shelves.

Key words: office tasks, work from home