

## 1. Roles Required

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1. Regional Volunteer Team Coordinator
2. Regional Volunteer Team Personnel
3. Regional Volunteer Team Personnel/Computer Support

## 2. Overview of the Regional Volunteer Team (RVT)

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1. The role of the RVT Coordinator is to work under the supervision of the Construction Project Committee, coordinating the efforts of the RVT to encourage and assist those who registered their details at the regional key event to apply for the project. He takes the lead in identifying those *with construction skills* who may not have been able to attend the event, encouraging them to also apply. He organises regular meetings with the RVT to discuss progress or initiatives, communicating with BRD Personnel Support where necessary. He provides regular updates to the Construction Project Committee, being the single point of contact for any questions the other RVT members may have.
2. The RVT Personnel assignment involves contacting volunteers via phone, email, or video conference, proactively encouraging them to fill out an A-19 application for the branch relocation project, and thereafter, assisting them with updating their skills profile on *Builder Assistant*.
3. The RVT Personnel/Computer Support assignment is the same as the role described in point 2 above, but also involves providing basic computer support over the phone, via email, or video conference to the other RVT members, or if necessary, those who wish to volunteer.

Anticipating the quantity of brothers and sisters expected to apply for the project, all RVT members would be involved in contacting volunteers.

All are expected to operate from their homes and use their own devices and equipment.

## 3. Qualities Needed

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Mature brother who is an appointed man. LDC or RBC experience helpful, but not a requirement—Mic. 6:8.

Encourages unity—Phil. 2:2.

Enthusiastic, yet reasonable in encouraging a volunteer spirit—Rom. 12:11; Phil. 4:5.

Good communication skills—1Cor. 14:8, 9.

Not a procrastinator—Eccl. 11:4; Eph. 5:15, 16.

Reasonable computer skills: MS Word, Excel, Email. Ability to learn other basic programs.

Available for a minimum of 16 hours per week for an initial six month period.