**COUNTY VOLUNTEER JOB DESCRIPTIONS**

**(some duties may be multi-county)**

**MAGA STATE CAMPAIGN:** Oversees volunteer and paid staff activities statewide (North, Central, Bay Area, Inland, and South Regions)

**FIELD REGIONAL DIRECTOR:**  Oversees volunteer activities and efforts in their designated regions.  Maintains measurable objectives achievements. Takes directives from Campaign staff directly.

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**COUNTY COORDINATOR (CAPTAIN):**

* Oversees entire county volunteer network.
* May assist in leadership recruitment and training.
* Key skill required is the ability to team build and delegate, while empowering volunteer leaders and their committees to take direction and control.
* Ensures staffing needs are met and volunteer teams are active, engaged, and potentially interchangeable as needed.
* Oversees Precinct, Phone, and Volunteer functions including meeting measured goals shared and explained to each leader and volunteer.
* Assigns and works closely with Liaisons such as Veterans, Students, and other coalitions.
* Takes directives from Field Regional Director. **Requires a NDA.**

**DATA MANAGER:**

* Responsible for loading, securing, and maintaining all data into County Database, including “data dump” distribution and efficient volunteer process-sing.
* Works directly with Campaign Data Team and Volunteer Coordinator (aka “Membership Manager”). **Requires a NDA**.

**VOLUNTEER/MEMBERSHIP COORDINATOR:**

* Works closely with Data Manager in processing new volunteers, updating volunteer contact, and position(s) within the campaign.
* Effective processing of volunteers includes gaining an interest level of a volunteer, and explaining all the various positions and committees available, including processing into a “coalition” if applicable.
* The Volunteer Coordinator is responsible for overseeing a trained committee of fellow membership volunteers who assist in the vetting and processing of new volunteers, updating the data sheets, and ensuring volunteer information is kept up to date.
* This committee will be provided a script to assist in this process and printouts of volunteers to be processed (provided by Data Manager).
* Finally, this role may involve outreach to gain new volunteers, and coordinating with outreach liaisons in various coalitions and committees.

**OFFICE MANAGER:**

* Administrative Assistant/Support to County Chair (i.e. secretarial and occasional receptionist function).
* Sets up and organizes the office for optimum efficiency in support of the volunteers’ efforts for a successful campaign (i.e. arranges to furnish it with office equipment, supplies, and furniture; arranges installation of phone and internet service, etc.)
* Identifies office staff for receptionist, admin assistant, etc.
* Works closely with County Captain, City/Community Leaders, and Collateral Manager.
* Sets up the office to make it functioning.
* Manages office staff on a daily basis and sets volunteer schedules.
* Works with collateral manager to warehouse inventory. Maintains current volunteer data base.
* Maintains a binder of contacts for all aspects of the campaign, both locally, state, and nationally including numbers to refer to media, legal, security, fundraising, etc. Is trained in, and has a posted safety procedure policy and evacuation plan.
* Maintains refreshments and provides support for incentive programs for volunteers.

**COLLATERAL MANAGER:**

* Works closely with both Office Manager and 4x8 Sign/Code Manager.
* Liaisons with state level Collateral Director.
* Responsible for securing from campaign all and necessary collateral to support the needs of the Volunteers in the County.
* Maintains and documents inventory control, including donation contacts for those receiving collateral for free (“Volunteer Form”).
* Follows up on large disbursement of collateral to verify proper use.

**4x8 SIGN/CODE MANAGER:**

* Obtains and maintains documentation of specific local sign ordinances, and assists state Sign Code Enforcement Director with the local sign ordinance.
* Reaches out and liaisons to all political organizations in county who may post similar signs to recruit for properties and a Work Team with experience and/or ability to transport and install large signs.
* Maintains a list (shared with Data Manager) of a Work Team.
* Schedules installation and delivery of oversized 4X8 signs, and maintains record of where installed, property owner’s name, photo of placement, and date/name of party removing sign.
* Works closely with Collateral Manager.

**PHONE BANKING LEAD:**

* Trains Phone Banking Volunteers on how to effectively utilize the script at office or at home.
* Sets shift schedules for phone banking at office.
* Works with Volunteer Coordinator to identify the phone banking team.
* Assists Office Manager in providing schedules of Banking Hours and Crews, including a volunteer incentive program, recognition, and refreshments.
* Meets measurable goals and posts such goals and achievements in visible location, as well in written reports to County Captain.
* Works closely with Phone Coordination Director and Phone Manager.

**CANVASSING/PDI APP LEADER:**

* Ensures volunteer quotas are met, including coalition teams.
* Maintains list of volunteers and coalition members available to be rapidly deployed to targeted precincts, including potentially outside of county region.
* Works closely with Volunteer/Membership Coordinator to identify a motivated canvassing team including providing for the needs of volunteers with incentives, refreshments, and clear goals.
* Responsible to adequately and frequently provide training cycles to ensure all volunteers are familiar with PDI and how to comfortably canvass (this will include those teams using paper, and those teams using a buddy system to share PDI access).
* Assists with mapping precinct strategies with Travis surrogates and County Leader.
* Organizes Poll Watching on election day to GOTV.

**CITY/ZIP LEADER:**

* Oversees volunteer activities and efforts in their assigned City (or zip if large municipality), especially centered on building up each precinct with sufficiently trained precinct walkers in targeted areas.
* Assists Canvassing Leader and Precinct Captains in localized training in PDI and preparation of precinct paperwork, and ensuring locations to be walked are appropriate for the volunteers assigned, with access to secured properties.
* Takes directives from County Coordinator and Canvassing Leader.

**PRECINCT LEAD:**

* Organizes Precinct Walks (Canvassing) and Precinct Phone Banking.
* Supervises Neighborhood/Block Captains. Trains N/B captains.
* Takes directives from City Leader.

**NEIGHBORHOOD/BLOCK CAPTAINS:**

* Implements Precinct Walks (Canvassing) and Precinct Phone Banking.
* Trains neighborhood walkers and callers.

**SOCIAL MEDIA COUNTY MANAGER:**

* Responsible for maintaining, administering, monitoring of content & members of County Social Media in Facebook, Twitter, Instagram, etc. on the local level(s).
* Ensures fidelity including volunteer recruitment, event postings, and relevance of content.
* Adds “talking points” from Social Media Admin group to media outlets.
* Works closely with County Media Team and takes direction from County Leader, Regional Field Manager, and State Media Director contact.

**MEDIA COUNTY MANAGER :**

* Creates content for county pages such as YouTube videos, links, etc.
* Content must be approved by County Coordinator.
* Posts & Shares “Talking Points” locally.
* Handles local press releases.

**EVENTS COORDINATOR (FAIR/BOOTH):**

* Plans and organizes events that supports and promotes a positive image of Travis in local neighborhoods.
* Schedules Voter Registration Tabling.
* Identifies and recruits volunteers to help with official local Travis rallies and/or events.
* Each such event or booth needs direct approval from County Captain.

**VOTER REGISTRATION TRAINER:**

* Trains Volunteers interested in setting up Voter Registration Tables in their cities.
* Helps “Table staff” to secure locations that are densely populated.
* Provides samples of documents, etc.