

Team Leader

Description:

The Team Leader is responsible for many of the nightly functions of the calling room. The Team Leaders will act as a source of motivation and information for the student callers.

Working Hours & Wages:

This position requires 10-13 hours of work per week. Candidate must be available Monday, Wednesday and Weekends or Tuesday, Thursday and Weekends. There will be 1-2 Team Leaders scheduled for each calling shift. The Team Leaders should arrive one half hour before the start of the shift and will work until one half hour after the shift ends, as well as attend weekly meetings. The Team leader pay rate will start at \$7.50 an hour.

Responsibilities:

- Professionally represent the University
- Keep pledges up to date on the board
- Accurately verify pledges
- Run the nightly games
- Create motivational presentations monthly
- Motivate callers
- Send messages to callers through SmartCall
- Write articles for the Newsletter monthly
- Print and deliver stats
- Attend to caller and alumni needs and questions
- Provide 2 feedbacks per night regarding caller statistics
- Ensure breaks start and end on time
- Meet with Shift Managers for 1 hour per week
- Meet with other Team Leader(s) and nightly Shift Manager for approximately 10 Minutes before and after each shift
- May be asked to cover for Shift Manger on occasion
- Other duties assigned by Shift Manager or Annual Fund Staff

Qualifications:

Must be a University student. Must have worked with the Annual Fund for at least one semester as a caller or at Telemarketing Coordinator's discretion. Must be able to work Monday, Wednesday or Tuesday, Thursday, and Weekends. Must be responsible, enthusiastic, and a good communicator.

Application Procedure:

To be considered for this opportunity, you must submit a resume with cover letter and a schedule of availability to _____ by _____.