

## JOB DESCRIPTION TEAM CAPTAIN

### YMCA Camp Erdman

#### 2012 Annual Support Campaign (ASC)- *DRAFT*

**Position:** Team Captain

**Responsibility:** To recruit and support four volunteer campaigners for your team in the Annual Support Campaign. Commit to share with 8 to 10 other people the impact of Y Camp Erdman, raising both funding and awareness to support camperships, scholarships, the international program and the military related camp programs. The financial goal for your team is \$5,000 with each of four volunteers raising a minimum of \$1,000 per campaigner including your personal goal of raising a minimum of \$1,000.

**Reports To:** ASC Team Captain

#### **Specific Duties:**

#### **Dates (DRAFT)**

1. Commit yourself to a successful Annual Support Campaign for the YMCA Camp Erdman  
Tue, Nov 1, 2011
2. Request in advance, clearance to call on prospective donors (companies/individuals). This prevents donors from being called on multiple times and gives the ASC credibility. *(We suggest submitting names of companies/individuals no later than end of January)*  
On-Going
3. Meet with the Campaign Leadership to discuss your responsibilities and draft Campaigners from 15 possible names submitted by each captain and staff member.  
5:30 PM Tue, Nov 1, 2011 at Metro YMCA
4. Recruit four other volunteer campaigners insuring each commits to attended training and the kick-off events listed below by:  
Thanksgiving
5. Secure a personal gift commitment by:  
Kick-Off
6. Set-up your individual personal campaigner web-page to accept donations online  
January- TBA
7. Attend one of the training sessions:  
Thur, Jan 26<sup>th</sup>, 6:00-7:30 PM, at Metro YMCA 3<sup>rd</sup> Floor Offices (Dinner 5:30)  
Sat, Jan 28<sup>th</sup>, 10:30 AM-12:00 PM at YMCA Camp Erdman (Lunch 12:00)  
Thur, Feb 2<sup>nd</sup>, 6:00-7:30 PM, at Metro YMCA 3<sup>rd</sup> Floor Offices (Dinner 5:30)
8. Attend the Kick-Off Dinner. **Kualoa Ranch** (Arrive 5:30-6:30 PM. Done by 8:00 PM)  
Thurs, Feb 9, 2012
9. Work cards and secure pledges necessary to reach/exceed your individual/division/team goals.  
Kick-Off to End Campaign
10. Turn in pledges, checks, and money on a monthly basis so an accurate report on our collective progress can occur. All cards including declines are counted. **All cards including declines are counted. Turn-ins can be dropped off, mailed or given to the captains or other members of the teams or literally called in.**  
Thursday, Feb 23<sup>rd</sup>  
Thursday, March 8<sup>th</sup>  
Wednesday, March 21<sup>st</sup>  
At Victory/Appreciation Celebration
11. Participate in campaign cleanup (Phone-a-thon) to insure that all cards are worked and the goal is reached or exceeded. Depending on the number of cards needing to be called we will set up between 1 to 3 nights at the Metro YMCA. Dinner will be provided as well as training.  
(Dinner 5:30 both nights)  
Tuesday, March 27, 6-8 PM  
Thur, March 29<sup>th</sup>, 6-8 PM
12. Personally attend the Victory Report Celebration, **confirming musician and camp dates. TBA.**  
April, (TBD) 2012
13. Attend the Steering Committee Campaign evaluation meeting  
May, 2012