

**PHONE LINE COORDINATOR
LLL OF TEXAS
JOB DESCRIPTION**

Qualifications:

- Is an accredited La Leche League Leader in good standing.
- Has effective oral and written communication skills.
- Possesses administrative abilities to coordinate people and projects as they relate to Phone Line activities.

Responsibilities:

- Coordinate TXAN Phone Line Activities
 - Maintain phone line roster to ensure that the phone line is staffed
 - Respond to calls on the phone line as needed
 - Ensure that all phone line calls are recorded in phone line KIT database
 - Report phone line contacts to ANCL for bi-annual report to LLLUSA
- Provide a monthly report to Outreach Coordinator by the second Monday of the month about phone line activities
- Work with Outreach Coordinator on promotion of phone line
- Recruit and train phone line volunteers
- Attend in person council meetings

Term of Office:

One year initial term, with unlimited extensions.

If you would like to apply for this position please fill out this form.

<https://goo.gl/forms/RTlwwSFFutfjO6fJ3>

Please “sign” the Statement of Commitment to this position at the following link:

<https://goo.gl/forms/xkponn9kpP3NTU4V2>