



PHONE-A-THON CALLER

DEPARTMENT

Office of Alumni, Church and Parent Relations - 6210

QUALIFICATIONS

Student is capable of demonstrating enthusiasm for Warner Pacific College, excellent communication skills, a friendly demeanor, able to effectively communicate with potential donors and to share your appreciation for current donors.

Current resume and general employment application required.

DUTIES

- Contact donors and potential donors, securing donations for the Student Scholarship Fund
- Attend up to two training sessions
- Ambitious and steadfast, honoring the script provided
- Handle each phone call with professionalism and respect
- Confirm and update the personal data for each donor
- Keep accurate notes pertaining to each financial transaction
- Effectively communicate with donors and potential donors
- Keep director informed of all details

COMPENSATION

Begins at Minimum Wage

HOURS

Fall: October (exact date to be determined) – November 18 & Spring: Dates to be determined

Saturdays (exact dates to be determined), 10:00 am-4:00 pm

Weekdays (exact dates to be determined) 4:30 – 8:30pm

CONTACT

Serena Cline
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