

Northland's Talent Search

Northland's mission is to assist families and churches in discipling young people to live and share their faith in Jesus Christ.

Northland Lutheran High School is asking you to consider being a part of a volunteer group that can potentially save the school up to \$50,000 or even more! Your high school is looking for dedicated individuals who are willing and able to use their God-given abilities to manage tasks and/or manage volunteers. The coordinator positions are listed below. Please call Rick Grundman at 715-574-6547 or 715-359-3400 if you are interested in serving as a coordinator or a volunteer under one of these coordinators.

Administration Coordinator –This coordinator's tasks include but are not limited to handling workers compensation claims, maintaining personnel records, approving all purchases in accordance with budget policies, reviewing contracts, filling out Synodical reports, overseeing steps in the accreditation process and annual reporting. *(This position could involve as many hours as one would like, but is slated to be a five hour per week administrator/administrative assistant position. The time and day this work needs to be done is flexible.)*

Facilities Coordinator – The tasks of this coordinator are to volunteer and/or manage other volunteers in the opening and closing of the building for community and other non-school related activities. This coordinator may also be involved in managing existing work crews as they carry out various projects on campus. *(This position could involve one to five hours per week and would be done based on need.)*

Events Coordinator –The events coordinator would assist in the planning and implementation of the annual Journey to Bethlehem event and Afternoon with Northland. *(Hours would vary but would be most involved from November through March as those months would average five hours per week. The time and day this work could be done is flexible.)*

Recruitment Coordinator --- This coordinator would work closely with faculty and students to assist in the development and implementation of Northland's recruitment plan. Work includes the recruitment plan, decisions on and purchasing of recruitment gifts, and other times. *(Hours would range from two to five and the time and day this work could be done is flexible.)*

Volunteer Coordinator – The volunteer coordinator's initial task is to assist in gathering a bank of individuals who would be interested in volunteering for various events and activities. The coordinator would then use this bank to find volunteers when needs arise. *(Five hours per week but would cut back to two hours per week once the bank of names is gathered. Hours are probably nights and weekends.)*

Runner – The runner will work with the administration and the other coordinators in obtaining supplies and materials for projects and maintenance around school. The runner would purchase the materials and supplies from various stores and locations. *(Hours would vary from zero to five per week and could be done at the convenience of the volunteer.)*