Chesapeake Conference of Seventh-day Adventists
Job Description
Level 2 Administrator for Verified Volunteers

Work with the Conference office to facilitate the background screening of church volunteers

Work with church administration to determine which volunteers will be required to be screened

Monitor whether volunteers have registered, completed the training, and authorized the background screening

Update volunteer contact information as needed

Be able to pull up reports on the website to check various progress information including whether volunteers are eligible to volunteer or continue volunteering based on background screening (initial training will take place through the Conference)

Train additional Verified Volunteers Administrators within the church

Is the contact person for all local church volunteer questions regarding Verified Volunteers

Note – a Level 2 Administrator will not be able to see the background screening report of volunteers. The Conference office Level 1 Administrators are the only ones able see the background screening report and mark the profile of eligibility. The Level 2 Administrator only sees the eligibility status.

Chesapeake Conference of Seventh-day Adventists
Job Description
Level 3 Administrator for Verified Volunteers

Work with the Conference office to facilitate the background screening of church volunteers

Work with church administration to determine which volunteers will be required to be screened

Monitor whether volunteers have registered, completed the training, and authorized the background screening

Be able to pull up reports on the website to check various progress information including whether volunteers are eligible to volunteer or continue volunteering based on background screening

Is one of the contact people for all local church volunteer questions regarding Verified Volunteers

Note – a Level 3 Administrator cannot change volunteer contact information or see the background screening report of volunteers. The Conference office Level 1 Administrators are the only ones able see the background screening report and mark the profile of eligibility. The Level 3 Administrator only sees the eligibility status.