

ADVISORY COUNCIL RECRUITMENT COORDINATOR ASSESSMENT TOOL

	Yes No	Assessment Question	Who	By When
1		Is the Recruitment Coordinator position filled?		
2		Has the Recruiting Coordinator seen the existing plan or developing one?		
3		Has the Advisory Council established a recruiting budget.		
4		Have Kairos Recruitment Ambassadors been identified and trained for speaking engagements?		
5		Are Recruitment Ambassadors knowledgeable of the available resources for recruitment (brochures, videos, letters, testimonials, endorsements, elevator speeches) on www.mykairos.org ?		
6		Are recruitment resources such as brochures, videos, letters, testimonials, elevator speeches, PowerPoints and endorsements available for recruitment activities?		
7		Does your Recruitment Coordinator, in junction with the Fundraising/Sponsorship Coordinator develop and maintain contacts with 4 th Day communities and churches in the area?		
8		Is a list of potential volunteer contacts maintained? Is a list of potential churches maintained? Is a list of potential organizations/businesses maintained?		
9		Does your Communications Coordinator have good use of communication media (e.g., Facebook, website email, text, etc.) to communicate Kairos community activities, including ministry events to attract volunteers and maintain contact with the targeted Kairos community?		
10		Are regular reports provided to the Advisory Council regarding recruitment efforts and progress?		