

Chester County InterLink – Staffing and Needs

Ranking	Task	Description	Full Staff / Current Needs	Current Staff	Time Commitment
1	Phone Messages Checking	Check messages 5 days a week and distribute information to volunteers.	5 1 Needed	Don Homer, Betty Lichty, Ivan Lichty, William McCrory, George Podhiny, Walt Obrien	1 hour wkly
1	On-Call for office	Someone in West Chester area to go to Server room at different hours of day and night to manually reset machines and be hands & eyes for remote technical staff	5 0 needed	Kurt Bieg, Mose Cornwell, Dave Dolagoski, John Hamilton, Don Homer, Mark Sammarone	0-1 hour
1	Help Desk – Level 1	Account level needs. Password corrections, address changes, cancel account, local phone numbers, location of help information on site	5 2 needed	Mose Cornwell, Glenn Cronin, Don Homer	2 hours wkly
1	Help Desk – Level 2	Help with simple hardware setup and technical questions. Keystroke help.	3 1 Needed	Glenn Cronin , John Hamilton	
1	Executive Director	Develop & implement a plan to market CCIL. Secure funding sources. Develop role into a self-sustaining paid position.	1 1 needed		5-10 hrs. wkly
1	Volunteer Coordinator	Develop & implement a plan to find, train, and retain volunteers within the organization.	1 1 needed		2-3 hrs. wkly
1	Development Coordinator	Experienced individual to find and apply for general operating fund grants.	1 1 needed		2-3 hrs. wkly
1	Orientation, Public Presentations	Provide orientation on CCIL mission and history, be a spokesperson at public events and forums	2 0 Needed	Lisa Compton, Mike LaChance	2 hours wkly
2	Registration	Pull application from system, check against current user list, verify address is in Chester County, check list of banned users, call or mail letter with password	3 0 Needed	Mose Cornwell, William McGrory, Don Homer	1 hour wkly

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Rev. 4/24/04

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1	Deposits / Banking / Thank You letters	Stamp checks for deposit only, deliver deposit to First National Bank weekly, e-mail each donor a thank you, letter to all donors over \$100	2 2 Needed for 2004	Mike LaChance, Ivan Lichty	1 hour wkly
2	Directors for Board	Provide corporate direction and funding for organization	Up to 11	Ray Bieg , Kurt Bieg, Steve Bushnell, Ed Callahan, Lisa Compton, John Hamilton, Mike LaChance, Kurt Nathan	1-2 Hrs wkly, 3 hr. monthly mtg.
2	Webmaster & Assistant	Program CCIL's Home page. Add content to page.	2 0 Needed	Ray Bieg, John Hamilton, Jason Wood	1 hr each after built
2	Application Builders and Root Access	Tough issues. Server level problems that require root access to fix. Problems unable to be fixed by level 2 staff that gets elevated to level 3.	4 0 needed	Linux Force (Paid Firm), Jason Wood, Eric Reischer, Ray Bieg	5 hrs wkly
2	"Friends of CCIL" Committee	Help in communicating with key supporters as well as provide support services to activities promoting CCIL	3 0 needed	Paul Dukes, Mike LaChance, Mark Sammarone	3-5 hrs. every 2-3 months
2	Fund Drive	Get List of Names, Letter written, Letter and envelopes copied, fold and sort mail, take mail to post office. See detailed list provided by Betty	3 3 Needed for 2004	Betty Lichty, Ivan Lichty, Dave Dolagoski	15 hours total for all jobs Annually
3	Treasurer / Accountant	Prepare financial statements, file tax returns, reconcile bank statements, and advise organization on 501 C 3 issues.	1 0 Needed	Mike LaChance	1 to 3 hrs wkly
3	Bookkeeping / Bill paying	Pay a couple bills each month, update bank records using quicken 2002	1 0 Needed	Mike LaChance	1 Hr wkly
3	Mail Pickup	Check mail at Chester County Hospital twice per week. Forward bills to bookkeeper & hold rest for board meeting except for special items.	2 2 Needed in 2004	Betty Lichty, Ivan Lichty	2 Hs wkly