



A Financial Education Program of CP Federal Credit Union



## **Student Team Position Descriptions**

**Student volunteers must display a good attitude and work well with others.**

### **Membership Representative**

- \$ Develop announcements, skits, posters, bulletin boards and contest ideas
- \$ Write student members' transactions in their savings books
- \$ Assist student members with saving rewards programs
- \$ Visit classrooms to announce credit union
- \$ Deliver credit union information to the office and classrooms when needed

### **Teller**

- \$ Greet members with a smile and use their name when assisting them
- \$ Assist members with account deposits/withdrawals by accurately and neat recording information on receipts
- \$ Use a calculator to verify deposits and withdrawals
- \$ Responsible for handling cash and balancing with the accountant's figures

### **Accountant**

- \$ Accurately and neatly record teller receipts on accounting worksheet
- \$ Use a calculator to figure and verify shift-end totals for each teller
- \$ Balance total figures with all tellers and tech rep
- \$ Assist tech representative if needed

### **Tech Representative**

- \$ Post all transactions on the computer from teller receipts (deposits, withdrawals, account transfers, and check cashing)
- \$ Provide account information when requested by member
- \$ Balance computer figures with accountant's totals

\*\*\*All student volunteers are required to assist in shift setup and cleanup duties.

Volunteers will also be required to perform additional duties as necessary from time to time.