



GRAND VALLEY TRAILS ASSOCIATION

Volunteer Job Description

Title: Communications Committee Coordinator

Purpose: Coordinate telephone and e-mail communications to the GVTA volunteers and members.

Responsibilities:

1. Recruit and train a team of volunteers to make telephone and e-mail contact with GVTA volunteers and members. Ideally there will be one or more communication volunteers for each of the four trail sections and for Guelph.
2. Coordinate the efforts of the communication volunteers by dividing the member and volunteers lists by geographic or phoning area, and by balancing the numbers of calls per communication volunteer. Make arrangements to re-assign lists for special situations, for example a communications volunteer with a vacation or family emergency.
3. Maintain close contact with the communication volunteers, and evaluate, encourage and support them. Arrange meetings with a social element for communication volunteers to team build and provide feedback.
4. Provide point of communication for information that communication volunteers have learned – pass information along to appropriate GVTA board member(s)
5. Prepare the “script” for phone call campaigns and distribute it to the communication volunteers, as requested by members of the Board of Directors.
6. Write or assemble mass e-mailings, as requested by members of the Board of Directors.
7. Maintain e-mail lists for various groups, for example general membership, maintenance and construction, whacky women, by availability (day of the week) and geographic region.
8. Prepare a monthly report of activities, and submit it to the GVTA Board of Directors for their monthly meeting (1st Tuesday of the month).
9. Actively mentor and train a replacement.

Qualifications:

- Excellent verbal and written communication skills
- Organizational ability
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Resources:

Vehicle Computer Internet E-mail

Software: E-mail; Microsoft Word; Microsoft Access

Tools: _____

Other: Microsoft Access is available from the GVTA.

Relationships:

- Take direction from the GVTA Board of Directors.
- Work with a team of communication volunteers.
- Contact with virtually every member and volunteer of the GVTA.

Time Commitment:

- 4-5 hours a month

Travel Commitment:

- None

Expenses:**Benefits:**

- Great deal of contact with GVTA members
- Help make sure GVTA members and volunteers are personally invited to activities and events.
- Help the GVTA maintain an active and involved membership.
- Gain management experience.