

Grand Valley Trails Association Volunteer Job Description



Position Title: Administrative Assistant – End-to-End Hike 2006

Position Description:

Provide word processing and other administrative support for the Grand Valley Trail Association's annual I trail division End-to-End hiking event. The event will take place on our Black Walnut trail division (Waterloo County) the weekend of October 14-15, 2006. Hikers from all over Ontario will participate in this 67 Km non-competitive hiking event. This successful and fun event was first held in 2005, and a complete planning kit will be made available.

Specialized Training:

Volunteer must have access to a computer and Internet, and Intermediate skills in Microsoft Word and Excel required.

Time Commitment:

Approximately 5 hours a month February – October, with additional time in September and October.

Ideal For:

An individual.

Geographical Area:

Black Walnut (Waterloo County)

Transportation:

A vehicle is helpful but not essential.

Benefits:

Help the GVTA host a successful and fun event, with the potential for fundraising.

GVTA Membership Required: No