

# Grand Valley Trails Association Volunteer Job Description



**Position Title:** Event Publicity Coordinator

**Position Description:** Promote GVTA events by submitting written notifications, on-line announcements, and press releases to local news media, and by mailing flyers to a network of contacts. While working closely with the GVTA Board of directors, the coordinator will also work on his/her own initiative to identify and document publicity opportunities for the Association. The volunteer will work from home, and must have their own PC with Microsoft Word, e-mail and Internet. This position requires excellent organizational and written communication skills, and a comfortable familiarity with e-mail and the Internet.

**Position Requirements:**

- |                                                         |                                               |                                                              |
|---------------------------------------------------------|-----------------------------------------------|--------------------------------------------------------------|
| <input type="checkbox"/> Confidentiality                | <input type="checkbox"/> Physical Demand      | <input checked="" type="checkbox"/> Work Without Supervision |
| <input checked="" type="checkbox"/> English Proficiency | <input type="checkbox"/> Specialized Training |                                                              |

**Training Details:**

**Areas of Interest:**

- |                                                                        |                                           |                                            |
|------------------------------------------------------------------------|-------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Boards & Committees                           | <input type="checkbox"/> Culture/Heritage | <input type="checkbox"/> Management        |
| <input type="checkbox"/> Children/Youth                                | <input type="checkbox"/> Event Planning   | <input type="checkbox"/> Office Work       |
| <input checked="" type="checkbox"/> Communication/<br>Public Relations | <input type="checkbox"/> Gardening        | <input type="checkbox"/> Recreation/Sports |
| <input type="checkbox"/> Computers                                     | <input type="checkbox"/> Maintenance      | <input type="checkbox"/> Special Events    |
|                                                                        |                                           | <input type="checkbox"/> Teaching/Tutoring |

**Time Detail:** 1-2 hours per week, sporadically.

**Minimum Duration:**

- |                                           |                                     |                                      |                                                      |
|-------------------------------------------|-------------------------------------|--------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> 3 months or less | <input type="checkbox"/> 4-6 months | <input type="checkbox"/> 7-12 months | <input checked="" type="checkbox"/> More than 1 year |
| <input type="checkbox"/> Special Event    | → Start Date:                       | End Date:                            | <input type="checkbox"/>                             |

**Ideal For:**

- |                                                   |                                        |                                           |                                   |
|---------------------------------------------------|----------------------------------------|-------------------------------------------|-----------------------------------|
| <input checked="" type="checkbox"/> An individual | <input type="checkbox"/> A group (3-5) | <input type="checkbox"/> A group (over 5) | <input type="checkbox"/> A family |
|---------------------------------------------------|----------------------------------------|-------------------------------------------|-----------------------------------|

**Geographical Area:**

- |                                               |                                                        |                                                       |
|-----------------------------------------------|--------------------------------------------------------|-------------------------------------------------------|
| <input checked="" type="checkbox"/> Kitchener | <input checked="" type="checkbox"/> Wellesley Township | <input checked="" type="checkbox"/> Woolwich Township |
| <input checked="" type="checkbox"/> Waterloo  | <input checked="" type="checkbox"/> Wilmot Township    |                                                       |

Other:

**Transportation:**

- |                                       |                                             |                                                    |
|---------------------------------------|---------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Car required | <input type="checkbox"/> Not on a bus route | <input checked="" type="checkbox"/> On a bus route |
|---------------------------------------|---------------------------------------------|----------------------------------------------------|