

Grand Valley Trails Association Volunteer Job Description



Position Title: Managing Editor of Trail Markings (GvTA Newsletter)

Position Description: The primary tool for communication with its membership is the GvTA newsletter, Trail Markings, published four times per year. The Managing Editor is responsible for managing the GvTA newsletter by collecting and/or writing news items and ensuring that such articles are sent to the Technical Editor at deadline. Have access to a computer with Microsoft Word internet, e-mail.

Position Requirements:

- Confidentiality Physical Demand Work Without Supervision
 English Proficiency Specialized Training

Training Details: Training provided by present publication team.

Areas of Interest:

- Boards & Committees Culture/Heritage Management
 Children/Youth Event Planning Office Work
 Communication/
Public Relations Gardening Recreation/Sports
 Computers /Environment Special Events
 Maintenance Teaching/Tutoring

Time Detail: 12 to 15 hours four times a year

Minimum Duration:

- 3 months or less 4-6 months 7-12 months More than 1 year
 Special Event → Start Date: End Date:

Ideal For:

- An individual A group (3-5) A group (over 5) A family

Geographical Area:

- Kitchener Wellesley Township Woolwich Township
 Waterloo Wilmot Township
Other:

Transportation:

- Car required Not on a bus route On a bus route

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