

# Grand Valley Trails Association Volunteer Job Description



**Position Title:** Technical Editor of Trail Markings (GVTA Newsletter)

**Position Description:** Responsible for collecting print ready news items from the managing editor, hikes from the hike coordinator and advertisements from retailers, formatting the material into a newsletter and sending the newsletter to the printer. Have access to a computer with Microsoft Word internet, e-mail. High speed access is recommended.

**Position Requirements:**

- Confidentiality       Physical Demand       Work Without Supervision  
 English Proficiency       Specialized Training

**Training Details:** Training is provided by the present publication team

**Areas of Interest:**

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

**Time Detail:** 8 to 10 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: immediately      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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