

HELP WANTED
NOW, RIGHT NOW, APPLY NOW

Apply today and volunteer to serve on the River Grove Seniors Friendship Club Board as an **ACTIVITIES COORDINATOR**.

INTRODUCTION:

We observe enthusiastic members participate and have fun in their favourite Activities. However, the Club depends on volunteers to operate. No volunteers no activities. As an Activities Co-ordinator you will be a member of the Club Management Board. You will be able to share ideas and participate in decision making. As volunteers, Members of the Management Board will be responsible for the direction and success of the Club.

Activities Co-ordinators provide a vital role in the operation of the Club. Two Activities Co-ordinators are needed to perform this task.

Brief Description of Duties:

ACTIVITIES COORDINATOR – review City contracts to determine space and time available for activities in the River Grove Community Centre. Establish an Activity Schedule for members. Meet with Activity Leaders and paid Instructors to evaluate activities, progress, equipment needs and assist with meeting goals and objectives. Assist in resolving concerns. **A** firm knowledge of computer skills in Excel and Word are necessary. **Re: (Constitution, Article 3.3 Duties of Officers – see www.rivergroveseniors.com).**

We won't pay your rent or clean your house, but you will get to share ideas and expand your interest in your Club. On-the-job-training is provided with lots of support from the enthusiastic and dedicated volunteer Board members who will welcome your help supporting the Club.

If you are up to the challenge, please apply to the email below.

Reply to: Wayne Chambers at wayneloreen@gmail.com

River Grove Seniors Friendship Club Management Board