

Volunteer Opportunity: **Project Leader - Spring Fling: Earth Day at Knox**

Date: Mar 1, 2010 – Apr 30, 2010

Location: Virtual/telecommute, on-site event April 24. This position is virtual with flexible hours and occasional face-to-face meetings and activities in Canton, GA (River Green community). You should have access to a personal computer, internet, and phone.

Hours: Flexible, 2-5 hours/week, approx. 8 hours on April 24.

River Green Outreach is celebrating National Volunteer Week and Earth Day with a “Spring Fling” at Knox Elementary to plant flowers for the front entrance. Great volunteer project for individuals, groups, kids, families, and seniors!

What you’ll do before the event

1. Serve as project leader to help organize and plan volunteer project
2. Help promote event to attract volunteers to participate by email, phone, flyers, posters, and more
3. Assist with production of printed materials (flyers, posters, etc.) to promote event and recruit volunteers
4. Arrange for snacks/refreshments with local businesses/sponsors
5. Plan volunteer tasks/assignments and setup needs in days leading up to the event
6. Communicate event details and instructions to volunteers

What you’ll do the day of the event

1. Assist with pre event set-up and post event clean-up
2. Helps oversee and direct volunteers
3. Ensure volunteer needs are taken care of (bathroom availability, goodies/drinks/food, breaks, etc.) welcome volunteers, distribute post event surveys, nominate volunteers for awards/recognition

Post Event Responsibilities:

1. Assist with thank you letters and volunteer appreciation
2. Organize files, emails, and other materials for next year

How to apply:

Send email to BiancaCummings@comcast.net. Please include “Project Leader – Earth Day at Knox” in the subject line.