



Volunteer Position Description

POSTION TITLE: Calendar Coordinator Volunteer

ROLE: The position supports Landcare Tasmania in advertising our member's working bees and Landcare activities

LOCATION: Hobart Office at 3/65 Murray St

COMMITMENT: 2-4 hours per week

BENEFITS TO VOLUNTEER: Experienced gained in the ENGO office environment; experience gained in creating website publications; learning about key environmental issues; acquiring a broad knowledge of community Landcare activities;; referee for your resume.

VALUEABLE SKILLS/EXPERIENCE/ATTRIBUTES: Excellent computer literacy, good written communication skills, interest in Landcare.

RESPONSIBLE TO: Communications Officer

RESPONSIBILITIES AND DUTIES:

Position responsibilities	Duties
Maintaining the currency and accuracy of our online events calendar	<ul style="list-style-type: none">• Creating and publishing Landcare event pages through our website• Cloning event pages for repeating working bees• Helping with data accuracy by formatting addresses and location• Checking that we have accurate and sufficient information from our members about their working bees