

VOLUNTEER OPPORTUNITY



Job Title: Individual Action Manager

Supervisor: Executive Director

Length of Commitment: 3-4 hrs/week, Ongoing Position

Age Requirement: None

Duties: The Individual Action Manager will

- Assist Program Coordinators in the Individual Action tier with developing activities and locating venues
- Actively support program marketing and participant recruitment
- Maintain a list of contacts, previous G.A.L.A. sponsored events, and evaluation materials for distribution to Project Leaders
- Track volunteer time and report to Executive Director (ED)
- Compile list of needed purchases, gain approval from ED, make purchases with G.A.L.A. credit card or submit receipts for reimbursement
- Keep track of various program budgets and revenues
- Send out requests for additional volunteers through volunteer email list
- Train new volunteers
- Attend volunteer meetings that help steer and shape the greater G.A.L.A. Community

Program Managers serve as the liaison between the Executive Director and Program Coordinators. They are highly valued G.A.L.A. experts who understand and continually promote the mission of G.A.L.A.

Desired Qualifications: The ideal volunteer is someone who has been with G.A.L.A. for a considerable length of time and is familiar with the G.A.L.A. programs and philosophies. The volunteer should also have strong organizational skills and enjoy collaborating with others.

What is meaningful about this position? The Individual Action Manager has a large overview of a very important part of G.A.L.A., helping to inspire others to adopt positive environmental actions. The position also connects you to your greater community.

Training provided: Training will include an overview of G.A.L.A.'s organization, an introduction to the volunteer meetings, and an open dialogue on strategies for program design and implementation. It will also include a "train the trainer" to help prepare you for teaching Project Coordinators to complete tasks successfully.

Number of Volunteers Needed: 1

Contact Us: Feel free to contact G.A.L.A. if you have any questions about this position or would like to begin the orientation process.

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