



Volunteer Position Description

Title: Activity Coordinator

Purpose: To plan engaging enrichment activities for Millville PAL youth participants that promote positive youth development and relationship building between law enforcement and community members.

Responsibilities: In coordination with PAL Board members, plan and coordinate activities including booking locations, creating activity calendars and flyers for distribution, promote events on social media and PAL website, coordinate transportation, and distribute of information throughout the city.

Time required: 2 hours monthly

Skills/qualifications required: Good organizational skills, pleasant and cooperative disposition, operational knowledge of Microsoft Word and/or publisher, able to share information on basic social media platforms.

Supervision: Judy Kessler and Harry Drew, PAL Board Members

Orientation/Training: Volunteer will work with PAL activity subcommittee

Benefits: To join a worthwhile cause that benefits your community by providing support of a local community based nonprofit organization that positively impacts youth and their families in Millville.

Minimum age: 18+

Contact: Cindy Angelo 825-3700 x 1353 or cindya@cezcorp.org

All volunteers must go through a fingerprint and background check.

Date of Board Approval: _____