

Magic Valley Gem Club Community Service Specialist Job description:

Note: No individual member may encumber, commit, charge, or in anyway make the club liable for any cost, fees, charges or other indebtedness without prior approval of the Club's Majority vote at a meeting. Expenses are solely the responsibility of the individual making the purchase.

Job Title Magic Valley Gem Club Community Service specialist

Reports to: President, Secretary, Executive Board, and General membership

Job Overview:

Takes on the assignments as given by the President or Executive Board to accomplish the job.

Work with club members to accomplish the assignments.

Includes the following:

Finding out the needed information and sources, making contact with agencies and individuals regarding project specific information.

Do whatever correspondence the Club needs done in relationship to the assigned project.

Make and maintain a list of contacts with each of the Projects.

Each club member is different and may or may not participate in service projects.

BE SURE THE CLUB VOTES TO PARTICIPATE: BEFORE YOU COMMIT CLUB MEMBERS.

Duties:

Each year the first Saturday in May is a Twin Falls County clean up the roadway day.

Your job is to contact the appropriate agency find out the specifics of the Service project, pick up County supplied garbage bags and insure we are registered for our specific route.

Present the project to the club members in the April meeting. Take 5 minutes and talk about safety Sign up specific individuals to clean certain sections of the roadway. Give them needed information as to where to put the collected garbage.

Make phone calls the night before the project to signed up members to insure they are coming.

Our Club has for many years cleaned a 6 mile road pattern near Kimberly, Idaho.

Contact Agency is the Twin Fall County parks and Recreation Department.

Do whatever correspondence the Club needs done in relationship to the assigned project.

Make and maintain a list of contacts with each of the Areas project.

Many State and Federal agencies have lists they maintain about service activities in the area.