



Berg
Mt Martha

Caring for the Balcombe Estuary Reserves

Volunteer Opportunity Outline – Recorder of Volunteer hours

This Opportunity Outline is intended to answer your first questions about volunteering with BERG Mt Martha in the activity that you have chosen. Please do not hesitate to ask for more information if need be.

Activity Group	Recorder of volunteer hours
Location	Indoor
General outline of activity	Maintain a record of hours worked by volunteers to be used for grant matching
Main tasks from which you could select	Maintain a spread sheet of hours worked by volunteers in various capacities Remind various members to submit hours worked on a regular basis
The main people you will work with	Committee Working bee co-ordinators CAG convenor Volunteers working in other capacities
Anticipated time commitment:	1 hour per month
Skills required.	Send and receive emails Maintain spread sheet
On-the-job training is unlikely	