Conservation Montgomery Community Calendar Editor

Position Description

Send a monthly reminder to Conservation Montgomery partners (listed on the homepage www.ConservationMontgomery.org in the lower right corner). Ask points of contact to send along activities and events they would like to have posted on the Community Calendar on the CM homepage. Make a list of events that have been gathered from each organization – or from other organizations related to environmental protection in Montgomery County.

Format each calendar item as follows in a list to send to CM for posting. Or items can be sent one by one for posting. Information needed is as follows:

- Date of calendar item
- Name of event or activity
- Start time for activity or event
- Web link for the activity or event

The calendar editor can also help by formatting the items submitted to CM. An example follows:

August 15   Sierra Club Hike at Sugar Loaf Mtn., 10 a.m.

Estimated number of hours each month: 8 or fewer hours
Setting for work: Home on the computer
Contact with the CM board: By e-mail to submit calendar items.

To volunteer, send an e-mail to ConservationMontgomery@live.com