



The Crystal Lake Park District relies on volunteers to enhance many of the services and programs it provides. Crystal Lake Park District Marketing and Public Information Staff are seeking a volunteer to team with staff to offer time, expertise and energy to meet the growing demands of promoting the park district to residents and businesses. An individual with excellent clerical skills, enthusiasm, creativity and a background in marketing and public relations would be an excellent fit for this position.

Public Information and Marketing Volunteer-5-10 hours/week

Data Entry

Duties:

Update calendar of events on multiple newspaper and media websites utilizing online event forms
Gather new online event calendar prospects
General typing and data entry as needed for special project

- Requires knowledge of data entry and internet use
- Requires knowledge of Microsoft Word, Microsoft Excel
- May be performed at home computer or at Park District Admin. Office

Photo Editor and Photo Library Maintenance

Duties:

Review photo files for quality shots
Edit photos as needed and catalog and file in photo archive
Organization of photo filing system

- Requires knowledge photo editing software (Photoshop or Elements)
- Requires knowledge of PC file systems
- May be performed at home computer or at Park District Admin. Office

General Clerical

Duties:

Assemble marketing packets for potential sponsors/advertisers (collating, assembly)
Pull marketing demographics (as directed by Marketing Coordinator) for post reports and help assemble reports
Create 'cold call' list through internet research
Update media list through internet and phone research

- Requires knowledge of internet usage
- Requires knowledge of Microsoft Word
- Requires good telephone customer service skills

Volunteer should be available for 5-10 hours per week at the Crystal Lake Park District Administrative Office. Administrative Office hours are: Monday-Friday, 8:30 am-5:00 pm

Contact: Call Anna Olas, Human Resources Manager at (815) 459-0680, ext. 202 or send Anna an email at aolas@crystallakeparks.org.