

Cape Cod Bird Club Volunteer Position Description

Title:

Administrator for the CCBC Facebook Page

Primary Duties:

Post announcements for the monthly meetings, and other announcements to help our members keep informed of club activities. Requires familiarity with Facebook. There are a few intricacies as to how the club's "business page" is different from a regular personal page, but these are easily learned.

Time Commitment:

Post the meeting announcement once per month (Sept-May). Occasionally, there may be other topics of interest worth posting, but this may be once or twice per month (or more if the volunteer is interested in spreading more bird-friendly posts 😊) Note that all duties can be performed at home.

Supervisor:

President