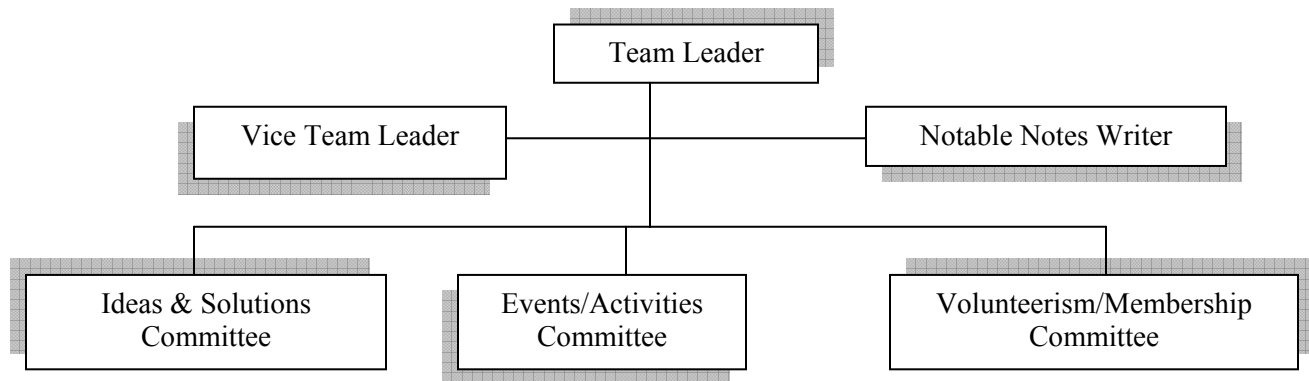




VOLUNTEER ORGANIZATIONAL CHART



Team Leader

Description: To provide basic motivation of the volunteer organizational structure and provide a direct connection with the Jeffersonstown Community Coordinator and the City of Jeffersonstown. Coordinate the needs of the neighborhood coalition as developed through the visioning, goals and objectives of the community orientated coalition. Work with city government to educate the residents and businesses in your neighborhood about the services, facilities and benefits of living in Jeffersonstown. Basic duties include developing a contact list of all neighborhood volunteers, interested neighbors and governmental contacts. Encourage neighborhood participation in the coalition or various issues, events or activities that may arise.

Vice Team Leader

Description: To assist the Team Leader in building neighborhood pride and involvement. Provide back up support to the organizational team. Fill in for the Team Leader when needed and work with the three committees for that neighborhood.

Notable Notes Writer

Description: To provide documentation of the coalitions meetings and the items discussed. Provide quality notes, and minutes of the vision, goals and objectives of the neighborhood. Write articles and topics of interest for your neighborhood to be included in the Jeffersonstown Sun Newspaper, Image Newsletter (City of Jeffersonstown Newsletter), Jeffersonstown's Web Site and any other ideas that may be coordinated.



Ideas & Solutions Committee

Description: This committee will help develop strategies, ideas and solutions for various neighborhood needs, issues, ideas and programs. Create open discussions of neighborhood concerns or issues or ideas that may surface from time to time that would need some attention by either the City of Jeffersonstown, fellow neighbors or the services of professional businesses etc.

Events/Activities Committee

Description: This committee will help plan, promote and coordinate any neighborhood event or activity. It will develop any ideas discussed and determine the feasibility and logistics of various neighborhood events or activities. These could be neighborhood picnics, community tours, elected official meet and greet, public services, coordinated Gaslight Festival events etc. Develop ideas that will engage the residents and businesses of your neighborhood to get involved in making Jeffersonstown a great place to live work and play.

Volunteerism/Membership Committee

Description: This committee will work to educate the neighbors (residences and businesses) about Jeffersonstown and unique points about your neighborhood. Coordinate the creation of a volunteer list based on the concerns, issues, ideas and solutions that would be identified by your neighborhood. Maintaining this list would provide an excellent way to find the appropriate volunteer when certain issues or concerns may arise or when a certain event or activity is planned for your neighborhood.