

COMMUNITY CALENDAR COORDINATOR

This coordinator is responsible for submitting a listing of family activities for the newsletter. The activities listed are generally free or low cost events. Most information is gathered from the city websites and brochures from various city recreation departments. Publications referred to on a regular basis are Walnut Creek Recreation Division Activities Guide, Pleasant Hill Recreation and Park District "Spare Time Spotlight," Martinez Park and Recreation Services and City of Concord Leisure Services.

Most city recreation brochures are available at libraries. Other sources include websites including www.sfgate.com, the Contra Costa Times Friday "TimeOut" section, the San Francisco Chronicle Sunday "Datebook" section, monthly activities from Lakeshore Learning Center, Lindsay Museum, Michael's Arts and Crafts, East Bay Parks and Rec.

Parents Press and Bay Area Parent, two local publications distributed free at grocery stores can also be a good resource.

This position generally takes five hours to gather the information and to have it submitted for the monthly newsletter.

Attend Monthly Board Meeting

Revised 8/16/06

Number of Coordinators = 1

Time Involved = 5 hours a month

Active Position = Yes