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VOLUNTEER POSITION DESCRIPTION

CLASSIFICATION

Issue Date	11/12/2025
Title	Meet-Ups Activity Leader
Supervisor	Programs and Partnerships Director
Contact Information	Webpage: peacethroughaction.org/volunteer Email Address: volunteering@peacethroughaction.org
Peace Through Action Function Areas	☐ Accounting ☐ Archive ☐ Compliance ☐ Executive ☐ Finance ☐ Governance ☐ Information ☐ Operations ☐ Partnerships ☐ People ☒ Performance ☐ Planning ☒ Programs ☒ Promotion

DUTIES

Volunteer Assignment

Peace Through Action Meet-Ups are small group gatherings where participants have a structured conversation that leads up to participants generating personal action plans for peace. The action plan identifies steps the participant can take in their own community or nationally.

The Peace Through Action meet-ups activity leader organizes and runs the gathering. The leader decides who they want to invite to their meet-up and where and when it will take place.

Using a resource prepared by Peace Through Action®, the leader guides participants through a structured step-by-step conversation. Participants accumulate insights about themselves. They enter that information into ChatGPT. (ChatGPT is an artificial intelligence chatbot.) The query result generates is the participant's personal action plan for peace.

The meet-ups activity leader encourages participants to complete a brief post-session survey. They complete a brief form to share information about their meet-up with Peace Through Action.

Skills Utilized and Developed

Event Management, Group Facilitation, Spoken Communication

CAUSES

Civic Engagement, Conflict Resolution, Crime and Safety, Family, Human Rights and Civil Liberties, LGBTQIA+, Race and Ethnicity, Religion and Spirituality, Sexual Abuse and Human Trafficking, Victim Support, Volunteering

CONDITIONS

Recurrence	☒ One-Time Only ☐ A Few Hours Per Week ☐ A Few Hours Per Month ☐ Flexible ☐ Part Time (10-30 hours/week) ☐ Full Time (31+ hours/week)
Time Commitment	☐ A Few Minutes ☐ A Few Hours ☒ A Few days ☐ A Few Weeks ☐ Flexible
Done in a Day Opportunity	☐ Yes ☒ No
When Assignment Can Occur	☒ Weekdays-Daytime ☒ Weekdays-Evenings ☒ Weekends-Daytime ☒ Weekends-Evenings

Time Commitment Details

The meet-ups activity leader will spend about three hours planning and preparing their meet-up. The meet-up itself will last about 90 minutes. It will take about 30 minutes for the leader to report their session to Peace Through Action.

Position Location	☒ Onsite ☐ Remote ☐ Hybrid
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Position Location Details

The meet-ups activity leader will choose the location for their meet-up. It could be their home or a community location such as a recreation center, house of worship or workplace meeting room, park, or a coffee shop.

REQUIREMENTS

Physical and Mental Requirements (with and without accommodations)

Completing Tasks, Concentrating, Hearing, Seeing, Talking, Understanding

Who Can Participate	☒ Adults ☐ Children ☐ Youth ☒ Public Groups ☒ Private Corporate Groups
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	☐ International Volunteers
Criminal History Check Required	☐ Yes ☒ No
Orientation Required	☐ Yes ☒ No
Participation Fee Required	☐ Yes ☒ No

Other Requirements

The meet-ups activity leader must have information hardware (desktop, laptop, tablet, or mobile phone) and internet connectivity to run their meet-up.

AVAILABLE SUPPORT

The activity leader receives a guide with a script to take participants step-by-step through the activity. The activity leader guide has access to an activity delivery guide and worksheet to help them plan and prepare their meet-up. We provide sample messages and graphics the leader can use to invite participants. The leader can obtain instructional or advisory support from our programs director.

ADDITIONAL INFORMATION

[Meet-Ups Activity Webpage](https://peacethroughaction.org/meetups) (peacethroughaction.org/meetups)

[Meet-Ups Activity Leader Package](https://peacethroughaction.org/leaderpackage) (peacethroughaction.org/leaderpackage)