



Volunteer Job Descriptions Organizing Committee Trail Skills College, Cascade Locks April 16-18, 2010

Want to volunteer for our trails without digging in the dirt? The 2nd annual Trail Skills College in Cascade Locks needs volunteers who offer excellent organizing and event planning skills.

The college aims to motivate volunteers to develop essential skills in trail construction, design and maintenance. Instructors include professionals and volunteer leaders in the field. We offer multiple levels and types of trail work skills, along with classes on first aid, saw certification, and crew leadership. We also offer electives on related topics. Classes run all day Friday through Sunday with hands-on training at the many nearby trails of the Columbia River Gorge. Free camping is available for all attendees and some meals are provided.

The Trail Skills College is a cooperative effort between multiple agency units and trail user groups. Last year, represented were: Trailkeepers of Oregon, Pacific Crest Trail Association, Oregon Equestrian Trails, Washington Trails Association, Backcounty Horsemen, International Mountain Biking Assoc., Friends of the Gorge, Mazamas, the Mt. St. Helens Institute, and agency trails staff from the Gorge Scenic Area, the Gifford Pinchot, and the Mount Hood National Forest. Our vision is to work together to inspire citizen stewardship and to protect the trails we love.

We are currently taking applications for the following volunteer organizer positions:

- *Event Chair*
- *Publicity and Registration*
- *Field Class Coordinator*
- *Campus Program Coordinator*
- *Facility Logistics*

Qualifications for each of the positions include:

- Strong communication, internet and research skills, proficiency in Word and Excel
- Ability to invest a minimum of 5-10 hours/week for 6+ months
- Prior event planning experience with references, preferred

Please submit a letter of application, sharing with us how your skills and experience can help ensure a successful event. Deadline is **November 18, 2009**.

Email questions and letters of application to ron.northway@trailkeepersoforegon.org

Event Chair

- Provide oversight for the organizing committee, ensuring professional planning and execution of event
 - Help supporting organizations recruit the rest of the organizing committee
 - Serve as key liaison for event committee, supporting organizations, trail volunteers, and agency personnel
 - Work with committee to create timeline of event preparation tasks, and ensure timeline is met
 - Hold committee meetings and provide progress reports to supporting organizations
- Identify appropriate sponsors to help support the event
- Oversee planning of event program
 - Work with campus and field coordinators to schedule classes
 - Determine appropriate keynote speaker(s) and other all-group sessions
 - Provide time for volunteer and instructor recognition
- Facilitate event administration
 - Ensure implementation of publicity and registration plans
 - Assist with preparing budgets, keep track of event finances
 - Arrange facility contract
 - Ensure timely distribution of materials to instructors and participants
 - Compile feedback forms after the event
 - Make sure thank-yous are sent

Publicity and Registration

- With chair and supporting org. staff, create mechanism to publicize event
 - Coordinate creation of posters
 - Distribute posters throughout the region (ie: REI, community boards, organization newsletters, etc) Also, provide posters for other committee members and volunteers to distribute
 - Create media list (ie: newspapers, radio, TV, websites, club newsletters, list servs) for the region
 - Coordinate w/supporting org. staff creation of news release
 - Be familiar with all media guidelines and deadlines for submissions (feature articles, press release, calendar listings, psa's, etc.)
 - Distribute press releases to all media following above guidelines (provide lots of follow-up)
- Be the point of contact for public inquiries about the event
- Open registration and register participants beginning several months before the date, keep excellent records, and keep class coordinators informed of enrollment levels
- Secure a volunteer photographer for the event
 - Create shot list for photographer to use
 - Make sure supporting org. staff receives copies of photos (digital copies preferred) within a week after the event

- Event Day-of
 - Staff the registration table, greet and orient participants
 - Be point person for any publicity needs (i.e. media that attend the event) and introduce to appropriate people (i.e. TKO Executive Director, Board President, etc.)
 - Coordinate with volunteer photographer to get all necessary shots

Field Class Coordinator

- Recruit instructors
 - Schedule a good mix of USFS or agency trail staff and highly qualified volunteers as instructors, and seek a ratio of 1:4 or better for hands-on field instruction
 - When scheduling multiple instructors for a class, connect them to each other to work out the details of their presentation together
- Set class offerings and class size limits, and communicate with registration people
- Communicate with instructors and facilitators
 - All sessions will need a designated facilitator to ensure the proper tools, PPE, emergency action plans, and communication devices go out with each class.
 - Email the final schedule to all instructors and facilitators as soon as available so they can make plans around their time commitments
- Work with local volunteers and trails staff to find appropriate trail sites for each class, and generate maps and emergency communication plans for each trail head
- Gather all the tools and PPE that will be needed to cover all the simultaneous classes. Keep a list of what was borrowed from whom so that everything gets returned.
- Confirm all instructors and facilitators
 - One month before event, send a confirmation email/letter to all instructors and facilitators.
 - Provide the schedule for the full weekend, registration information, directions, equipment that will be provided, and a reminder of the equipment instructors will bring. Facilitators should also receive the handout for facilitator instructions
- Event Day
 - Greet instructors and facilitators. Thank them for their time and check to see that they have everything they need
 - Hold an instructors' meeting to go over protocol
 - Ensure classes have a clear place to meet their instructors
- After Event
 - Work with supporting org. staff getting thank you letters and feedback forms out to all instructors

Campus Program Coordinator

- Recruit instructors for on-campus classes and evening sessions
 - Seek informative and well-spoken instructors. Depending on the topic, two or more instructors may provide increased education.
 - If scheduling multiple instructors for a class, connect them to each other to work out the details of their presentation together.
- Set class offerings and class size limits, and communicate with registration people
- Communicate with instructors and facilitators

- All sessions will need a designated facilitator to ensure the room and A/V is set up properly, to greet instructors and make sure they have everything they need.
- Email the final schedule to all instructors and facilitators as soon as available so they can make plans around their time commitments
- Find out what each presenter needs for A/V and room set up. Be very specific about plans for microphones, sound, projection, computers, etc. If instructors are not bringing their own laptops, make sure they will bring their presentation on a disk or portable memory.
- Confirm all instructors and facilitators
 - One month before event, send a confirmation email/letter to all instructors and facilitators.
 - Provide the schedule for the full weekend, registration information, directions, equipment that will be provided, and a reminder of the equipment instructors will bring. Facilitators should also receive the handout for facilitator instructions
- Event Day
 - Assist with classroom set up (in conjunction with event coordinator, A/V manager and onsite facility staff) and supervision of classrooms throughout the day.
 - Greet instructors and facilitators. Thank them for their time and check to see that they have everything they need
 - After last classes, do a “sweep” of the classrooms, and remove all items associated with the event
- After Event
 - Work with chair getting thank you letters out to all instructors

Facility Logistics

- Be the “point person” for event site personnel
- Meet with event site representative & confirm the schedule and requirements:
 - Obtain layout of rooms that will be used (include dimensions)
 - Work with class coordinators on facility needs
- Recruit food-preparation personnel, meet to confirm menu, schedule and requirements:
 - Number of people for each meal
 - Breakfast? Sack lunches?
 - Dining area set-up
- Coordinate usage of signs
- Regularly update all committee members and supporting org. staff
- Work with supporting organizations to recruit volunteers
- Arrive at event site to oversee event set-up
 - Verify that all rooms are set-up according to plans
 - Provide logistical assistance to committee members
 - Act as “point person” for committee and work with staff to satisfy all event requirements
- Be available throughout the event to “troubleshoot” any problems
- As each portion of the event concludes “sweep” that area, removing any items (including banners, boxes, etc)
- Send Thank You notes to any volunteers working with Logistics