



Seeking Volunteers
Planning Committee
Trail Skills College, Cascade Locks
April 15-17, 2011

Do you love trails? The 3rd Annual Trail Skills College in Cascade Locks needs volunteers who offer excellent organizing and event planning skills.

The College aims to cultivate volunteers' 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 on 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 among multiple agency units and trail user groups. Represented in previous years 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 Mount St. Helens Institute, Clean Forest Project and agency trails staff from the Gorge Scenic Area, the Gifford Pinchot, and the Mount Hood National Forests. 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 (filled)*
- *Publicity Manager*
- *Registrar*
- *Class Coordinator*
- *Campus Coordinator*
- *Food Facilitator*

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; including monthly meetings and/or teleconferences
- Commitment to participate at the event and assist with post event reporting and evaluation

- 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 **September 8, 2010**.

Email questions and letters of application to Dana Berthold at:
dberthold@pcta.org

Event Chair

- Provide oversight for the planning committee, ensuring professional planning and execution of event
 - Help partner organizations recruit the rest of the planning committee
 - Serve as key liaison for event committee, partner organizations, trail volunteers, and agency personnel
 - Work with committee to create time line of event preparation tasks, and ensure time line is met
 - Hold committee meetings and provide progress reports to partner organizations
- Identify appropriate sponsors to help support the event
- Oversee planning of event program
 - Work with Campus and Class Coordinators to schedule classes
 - Determine appropriate keynote speaker(s) and other all-group sessions
 - Provide volunteer and instructor recognition
- Facilitate event administration
 - Ensure implementation of publicity and registration plans
 - Assist with preparing budgets, keep track of event finances
 - Ensure timely distribution of materials to instructors and participants
 - Compile feedback forms after the event
- After Event
 - Conduct post event Debrief and Wrap-Up Meeting for Committee
 - Ensure Accomplishments Report is created and sent to Partner organizations
 - Ensure all volunteers are recognized and thank you notes are sent

Publicity Manager

- With Chair, planning committee and partner organizations, create publicity plan
 - Coordinate creation of posters
 - Distribute posters throughout the region (i.e.: REI, community boards, organization newsletters, etc) Also, provide posters for other committee members and volunteers to distribute
 - Create media list (i.e.: newspapers, radio, TV, websites, club newsletters, list servs) for the region
 - Coordinate with partner organizations 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)
- Provide progress reports to the Chair and planning committee on execution of publicity plan
- Be the point of contact for public inquiries about the event
- Secure a volunteer photographer for the event
 - Create shot list for photographer to use
- Event Days
 - Be point person for all publicity needs (i.e. media that attend the event) and introduce to appropriate people (i.e. Sponsor Representatives)
 - Coordinate with volunteer photographer to get all necessary shots
- After Event
 - Work with Chair on Accomplishments Report
 - Create photo web page accessible to planning committee and partner organizations
 - Ensure thank you notes are sent to all publicity volunteers

Registrar

- Open registration and register participants beginning several months before the date, keep excellent records, and keep planning committee informed of enrollment levels
- Record all volunteer hours; participants, volunteers on planning committee, and volunteer instructors (pre-event, event and post event hours)
- Send out regular communication to registered participants about enrollment details
- Send out information packet to all registered participants at least 2 weeks in advance of event
- Event Days
 - Staff the registration table, greet and orient participants
 - Supervise all registration volunteers
- After Event
 - Work with Chair and Publicity Manager on Accomplishments Report
 - Ensure thank you notes are sent to all registration volunteers

Class Coordinator

- Recruit instructors
 - Schedule a mix of agency trail staff and volunteer leaders as instructors, targeting a ratio of 1:4 (instructor:students) 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
- Set class offerings and class size limits, and communicate with Registrar
- 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
- Communicate with instructors
 - One instructor from each class should be designated class facilitator, in charge of gathering the proper tools, PPE, emergency action plans, evaluations, and communication devices
 - Email the teaching schedule to all instructors as soon as available
 - One month before event, send confirmation to all instructors.

- Provide the schedule for the full weekend with all the information that the instructors and facilitators will need
- Conduct a pre-event conference call with the instructors to discuss event organization and expectations
- Gather enough tools, PPE, radios, paperwork, etc. for all of the classes
- Event Days
 - With the support of the Campus Coordinator, ensure classes have a clear place to meet their instructors
 - Greet and thank the instructors, and ensure that they sign in
 - Hold an instructors' meeting to go over protocol
 - Coordinate with registration desk to manage last minute drop-outs and additions to the classes
 - Ensure that the instructors return complete paperwork and class evaluations
- After Event
 - Ensure that thank you letters and feedback forms get out to all instructors

Campus Coordinator

- Be the point person for event site personnel
- Arrange facility contract
- Meet with event site representative and confirm the schedule and requirements
 - Obtain layout of rooms that will be used (include dimensions)
 - Conduct a site visit with Event Chair and other pertinent organizers
 - Work with class coordinators on facility needs
- Coordinate all aspects of campus activity
 - Identify camping and RV spaces and coordinate that info with Registrar
 - Identify campus class locations and resources and communicate with Class Coordinator to ensure adequate space for campus and field class offerings
 - Find out what each presenter needs for A/V and room set up. Be specific about plans for microphones, sound, projection, computers, etc.
 - Recruit campus volunteers to assist with set-up, clean up and other misc. tasks
 - Create map of campus for registration packet
 - Ensure adequate space for registration, table displays, eating areas, tool storage area, parking, plus contingency plans for foul weather.
- Event Days
 - Oversee event set-up
 - Coordinate usage of signs
 - Ensure that all buildings are unlocked each morning and locked each night
 - Serve as the campus point of contact for emergencies
 - Stay on site and within cell phone range to accept emergency calls from the field
 - Know location of nearest hospital and on-site equipment (first aid kits, AED, etc.)
 - Oversee classroom set up
 - With the support of the Class Coordinator, ensure classes have a clear place to meet their instructors

- With the support of Class Coordinator and Registrar, post a public list of class roster at the beginning of each day
- After last classes, do a “sweep” of the classrooms, and coordinate clean up volunteers
- Set up and manage recycling and trash removal during and at the conclusion of the weekend
- After Event
 - Ensure thank you notes are sent to all campus volunteers

Food Facilitator

- Solicit donations of food, manage food budget and menu
- Recruit food preparation personnel (professional caterers or volunteer cooks), meet to confirm menu, schedule, and requirements
 - Number of people for each meal
 - Serving area set-up
- Recruit additional volunteers to help serve food and clean up
- Event Days
 - Manage food preparation, service and clean up
 - Arrange dish washing station
 - Supervise all volunteers
- After Event
 - Ensure thank you notes are sent to all food volunteers