

GRAND VALLEY TRAILS ASSOCIATION

Volunteer Job Description



Title: Programs Director

Purpose:

Facilitate and coordinate the GVTA's very active program of approved outings, special events, educational events, and social events.

Responsibilities:

1. The Program Director works closely with the Hike Coordinator, Events Coordinator(s), and social committees to facilitate and coordinate the seasonal schedule of approved outings, special events, educational events, and social events to make sure everything happens in such a way that all the needs of the GVTA are met.
2. Solicit suggestions from membership and encourage a broad mix of types of activities and skill requirements with each schedule.
3. Keep up to date on relevant events; read newspapers and trail club newsletters, look for opportunities for joint outings, or making use of interpretive programs at conservation areas
4. Submit to Board of Directors all events, other than hikes and maintenance work parties, for approval. Ensure that Marketing Director receives copies and distributes them to media for public service announcements
5. Conduct an annual review of policies relating to GVTA programs, and recommend any necessary changes.
6. Work with Marketing Director in publicizing special events, maintain liaison with phone committee
7. Recruit hike leaders and committee members, with assistance from the GVTA.
8. Assist hike coordinator with hike leader training, as needed.
9. Plan for "orderly succession" in the Program Director's: train an assistant, *and* establish committees if need be.

Qualifications:

Experienced hiker. Enjoys working with people. Good volunteer management skills. Good verbal and written communication skills. Good organizational and planning skills. Intermediate word processing skills with Microsoft Word.

Resources:

- Vehicle Computer Internet E-mail
- o Software: Microsoft Word
- o Tools: _____
- o Other: _____

Relationships:

- Work closely with Publications Director, Newsletter Editor, and Marketing Director, and Membership & Volunteers Director
- Work with the social committee to plan and coordinate social events.
- Work with the hike coordinator to plan our outdoor activity schedule.

Time Commitment:

- 10 Board Meetings per year, AGM, and other meetings as required.
- Additional time may be required to prepare material for quarterly newsletters.
- Attend GVTA social events.
- Attend as many outings as possible.

Travel Commitment:

- Travel to Board meetings, hikes, outings and other events.

Benefits:

- You and your committee will help the GVTA offer a great variety of fun outdoor and social activities to its members and the public.
- Be part of a dynamic board of directors.