



**Pacific Crest Trail Association
Mount Hood Chapter
Volunteer Job Description**

Assistant Crew Leader



Purpose

The assistant crew leader job is intended to focus on skill development and is a stepping stone to becoming a crew leader.

Duties and Responsibilities

- Support for crew leader.
 - Help lead project work with part of the crew.
 - Provide additional training and guidance to volunteers.
 - Assume greater responsibilities as skills increase.
- Second set of eyes toward safety concerns.
- Provide second contact for volunteers on crew.
 - Split up roles with Crew Leader.
 - Lead or sweep when hiking.
- For crews led by Forest Service, be the primary PCTA liaison to the volunteers:
 - Bring the appropriate paperwork for work party at trailhead.
 - Ensure the paperwork is properly signed by the volunteers.
 - Return the paperwork to someone within Mount Hood Chapter who can submit the report, or submit the report yourself.

Qualifications

- Must be accepted into our crew leader program.
- Must have current first aid and CPR certifications.
- Should be radio proficient, to keep in contact with the crew leader, and be able to communicate with dispatch in normal or emergency situations.
- Must understand the paperwork required to lead a crew.
- Must understand medical emergency procedures (e.g. evacuation, injury packet).
- Basic computer skills helpful for submitting reports.

Support Provided

Training with various crew leaders to build the skills toward becoming a crew leader.

Time Commitment

Time commitment is limited to time on work parties plus additional time for tools and paperwork as needed.

Optional

- Enter project reports.
- Assist with tool pick up and return.
- Teach at training events (e.g. Trails Skills College).