



# Pacific Crest Trail Association Mount Hood Chapter Volunteer Job Description



## *Chapter Chair*

### **Purpose**

The Chapter Chair position involves coordination of resources and personnel as well as being a liaison between the PCTA and the USFS.

### **Duties and Responsibilities**

- Face of the Chapter
  - Serves as primary volunteer leader contact for field-level agency personnel, partnership organizations, outside organizations, PCTA main and regional offices, and Columbia Dispatch.
  - Recognizes volunteer achievements; coordinates with USFS and PCTA volunteer programs staff.
  - Attends bi-monthly leadership committee, serving as committee chair.
  - Attends monthly caretaker meetings.
  - Serves as chapter contact on TCP forms.
- Support and guidance
  - Most positions report to the chapter chair and each presents a unique combination of tasks and personnel which the chair must respond in an effective and flexible manner.
  - Ensure crew leaders are attending to their section appropriately, following rules about dispatch, JHA's safety protocols, etc., and are reporting hours and accomplishments properly.
- Administrative duties
  - Hire and fire volunteer personnel per recommendation of the leadership committee.
  - Answer urgent and non-urgent emails from volunteers, PCTA staff, and agency partners.
  - Update email lists for adding and removing volunteer and agency partner names, coordinating with PCTA staff as needed.
  - Coordinates with stats person, webmaster, TCP person, and others as required.
- Mentorship
  - Help new administrative volunteers learn their tasks.
  - Be supportive of learning efforts.
  - Listen to and consider ideas or opportunities offered by volunteers.
  - Advise leaders in other chapters.

### **Qualifications**

- Significant experience with the Mount Hood chapter in other leadership roles
- Computer skills for email, document editing, Google Drive, and others

**Support Provided**

PCTA main and regional offices, past Mount Hood Chapter chairs

**Time Commitment**

Many factors cause the specific time commitment to vary, but it's usually a lot.