



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



Outreach and Event Coordinator

Purpose

Organize and ensure the successful execution of chapter events such as tabling, the annual celebration, and the end-of-season picnic.

Duties and Responsibilities

- Organize tabling opportunities to educate and recruit future chapter volunteers.
- Recruit and facilitate training and mentorship experiences for new tabling volunteers.
- Leverage PCTA resources and volunteers to ensure successful events.
- Prepare for tabling events: paperwork, logistics, kit materials, coordinating volunteer scheduling and participation, etc.
- Submit online project reports to track volunteer time for tabling events and other events when needed.
- Locate and reserve event space for monthly caretaker meetings, annual celebration, end-of-season picnic, advanced skills training, and others as needed.
- Ensure special needs are properly addressed such as organizing snacks, beverages, and lunch.
- Add names and email addresses collected at events to the chapter's volunteer email list in MailChimp.
- Collect and interpret event feedback to help improve future events.
- Communicate with PCTA staff as needed.

Qualifications

- Good communication skills, especially email.
- Ability to send outreach and event emails to the general volunteer email list using MailChimp.
- Good skills at organizing people and materials (marketing materials, tables, canopies, etc.)
- Prior experience at PCTA tabling events.
- Ability to drive to event locations, if necessary.
- Ability to lead with minimal direction once fully trained.

Support Provided

Chapter leadership committee, PCTA regional representative, PCTA Volunteer Programs Coordinator, and PCTA Volunteer Programs Outreach Associate.

Time Commitment

Usually between 20 and 40 hours per month.