



VOLUNTEER VACATIONS

Crew Leader Job Description

Crew leaders are liaisons between Volunteer Vacation hosts, volunteers and AHS. The leader's main responsibility is in assisting with pre-trip planning, menu planning and shopping, and motivating the crew to ensure a week of quality trail work and great memories! AHS crew leaders do not need to be expert trail maintainers. Your host will provide the technical guidance for the project.

DUTIES & RESPONSIBILITIES:

Communication

- Communication with American Hiking, crew, and host prior to trip
- Ensure all volunteers are accounted for regarding arrival/departure and other travel logistics.
- Verification of safety and liability arrangements with host

Planning

- Menu planning based on volunteers dietary restrictions
- Communications with host regarding supplies, cooking gear & facilities
- Food/Cooking Gear purchase
- Organization and assignment of kitchen and camp duties
- Reconciliation of food expenses as needed

Orientation/Welcome

- Welcome group upon arrival & assist with orientation of the group with host
- Organization of daily work schedule and work teams (work with host)
- Cooperation with host on final night celebration or awards ceremony

Social Leadership

- Boost morale & encourage volunteers
- Conflict resolution between crew members or crew and host as needed
- Represent AHS & its values

Follow-Up

- Crew: Thank you note for volunteering (include accomplishments)
- Hosts: Thank you note for hosting
- AHS: Completion of appropriate evaluation forms, project summaries/accomplishments and photos

REQUIREMENTS:

- American Hiking Society member
- Outdoor leadership experience
- Volunteer Vacations or other like experience
- Basic knowledge of trail maintenance and building techniques (expertise not required)
- Ability to fulfill the above duties and responsibilities

Not Required but Plus+

- Certifications (First Aid, CPR, WFA, LNT, etc.)
- Able to lead multiple trips in a year

BENEFITS:

- Gain leadership experience
- Training materials & resources
- Industry gear and other goodies
- Registration fees waived
- First choice of trips
- Opportunity to see new areas of the country
- Lifelong friendships & memories