



## **Volunteer Position: Special Events Coordinator – Mabel Lake Ski Tour**

**Purpose:** The purpose of this position is to host the Mabel Lake Ski Tour event.

### **Key Responsibilities:**

- Provide support to Hiawatha Highlands groomers with preparing the Mabel Lake ski trail.
- Organize the registration and promotion of the event within the club and to the general public.
- Organize food services for the event.
- Acquire volunteers to help with event day duties.
- Prepare and report on event (financials, summary write up, photos).

**Length of Appointment:** One year (minimum)

### **Time Commitment:**

- Attendance at monthly club meetings 7-9 p.m. on the first Wednesday of the month - Sept - May as necessary to provide relevant communication regarding the Mabel Lake Ski Tour
- Trail maintenance: dependant on snow accumulation – once enough snow on trail, a team each puts in hours weekly for approx. one month prior to event
- Promotion/registration: three to five hours weekly for one month in advance of event
- Day of the Event: 9 hours
- Financials/report: three to five hours

### **Qualifications:**

- Organizational skills, ability to lead a team and work in a team environment.

**Support:** Support from the Executive Committee – President, VP of Programs, V.P. Operations, Secretary; Treasurer, Committee Chairs and all General Board Members.



## Tasks:

- December: Provide an information item to Club Meeting about general plans for event and provide budget for approval.
- December – February: Liaise with Hiawatha Highlands staff as to grooming schedule and plans. Develop a plan of action. Communicate plans with trail maintenance volunteers and staff by providing updates regularly. Check ice conditions, monitor snow accumulation, and improve trail.
- January: Determine food options (catering) and prices.
- January: Connect with Zone4 Tech and develop a registration page. Connect with Hiawatha Highlands Business Manager to arrange for paper registration collection. Provide support to HHBM to implement.
- January: Develop media campaign and implement. Send event notice to club website, facebook, newsletter, and local stores.
- February: Collect registrations and develop a list for sign-in and Ski Patrol. Ask Ski Patrol for volunteers. Find additional volunteers for trail snack stops, start/finish, and hospitality services in KinCentre.
- February: Finalize numbers for catering. Purchase additional supplies.
- February: Relay information to Hiawatha Highlands staff on event day. Run and clean up the event.
- February/March: Provide report to Board/Executive about the event, including number of participants, what went well, and what needs to be improved. Provide a breakdown of income and expenses.