



ISO Volunteering Opportunities

The In-state Outing (ISO) is 100% run by volunteers. The Colorado Mountain Club recognizes the hard work and time required to lead a major trip. Leaders are responsible for developing the trip budget and proposal, engaging with potential trip participants, organizing the trip on a pre-trip basis, managing logistics during the trip, leading activities during the trip, acting as a Club liaison, and completing post-trip activities. AT leaders work to ensure the safety and satisfaction of trip participants; therefore, the Club covers many trip expenses for the leaders.

If you would like to volunteer for this year's or future ISOs, please contact: Linda Ditchkus at lvditchkus@hotmail.com OR 720-985-8450

This document outlines the job descriptions for all volunteer positions for the ISO. The expenses comped for people serving in these positions is as follows:

- The Organizer may attend one week of the ISO on a complimentary basis.
- Onsite Director attends their week without paying the registration fee
- Hike/event Director attends their week without paying the registration fee
- Beverage Service/Wash Station Director attends their week without paying the registration fee
- Assistant to Beverage Service/Wash Station Director only pays ½ of the registration fee for the week they attend
- Hike/event Leaders are comped for the ISO registration fee based on the number of hikes/events led (e.g., 100% comped for 4 hikes/events, 75% for 3 hikes/events, 50% for 2 hikes/events, and 25% for 1 hike/event)

Any accommodation upgrade fees (as applicable) are paid by the individual requesting an upgrade (they are not part of the complimentary registration fees).

The following lists the primary responsibilities of the In-State Outing leadership team. Other duties may become necessary and some responsibilities may be transferred between team members if the individuals agree to the switch and understand their modified responsibilities.

Organizer

1. Select site (with input from On-site Director)
2. Arrange for caterer
3. Prepare budget (with input from On-site Director and Beverage Service/Wash Station Director) and submit to Adventure Travel Committee along with the proposal.
4. Enter hike/event leader names (as well as Onsite Director, Hike/event Director, Beverage Service/Wash Station Director, and Assistant to Beverage Service/Wash Station Director names) on the ISO registration roster **BEFORE** the event is open to participants.

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5. Draft Welcome Email to be automatically sent to participants when they sign up for the ISO on-line (have the Onsite Director and Hike/event Director preview this email)
 6. Arrange accommodation:
 - a. Arrange for a mixture of tenting sites, camper cabins, RV sites, cabins with amenities, and/or hotel rooms for participants
 - b. Respond to participant requests for site/room upgrade availability,
 - c. Maintain record of site/room assignments (i.e., site and room/cabin numbers),
 - d. Track site/room availability,
 - e. Compare authorizations for upgrades to payments made on the CMC website (follow up with nonpayment, as needed), and
 - f. Arrange participants' tent site pairings and cabin roommates (if not specified in advance)
 7. Two weeks before the event goes live on the CMC website, send an email to prior ISO participants to let them know when signups will be available.
 8. Two weeks before the event, send Reminder Email to participants with repeat of directions, draft schedule, packing lists, and last minute details (e.g., bring bikes and fishing equipment) – have the Onsite Director and Hike/event Director preview this reminder before sending to participants
 9. Arrange payment for accommodations

Onsite Director

1. Provide input to Organizer about site selection, budget, Welcome Email, and Reminder Email
2. Arrange for pick up and return delivery of ISO equipment kept in CMC shed (see detailed lists of equipment)
3. Ensure the onsite leadership positions are staffed (i.e., arrange for Hike/event Director, Beverage Service/Wash Station Director and Assistant. The Hike/event Director will arrange for the individual hike/event leaders).
4. Arrange for cash advance (if needed) for tips, payments for enrichment activities, and for expenses by Beverage Service/Wash Station Director
5. On-site site/lodging coordination with provider and participants (e.g., bring copy of site/room assignments roster, respond to participant questions, etc.)
6. First night welcome and announcements
7. Conduct daily announcements (e.g., safety tips, hike plan updates, information about the site/accommodations, etc.)
8. Arrange for evening enrichments programs (e.g., ranger talks, entertainment, game/trivia night, etc.)
9. Lead at least 2 hikes/events
10. Deliver budgeted tip to caterer on last day of ISO
11. Accumulate receipts from any self-purchases and those made by the Beverage Service/Wash station Director. Complete a Post Trip Leader Reimbursement Form. Submit form and receipts to CMC's Finance Director (Chun Chiang as of 8/2/2019). This submission can be done electronically with scanned receipts. Also, send copy of the Form (not the receipts) to the Organizer.
12. At the end of the event, thank the accommodations host and ensure all equipment and supplies are secure (1st week: secured for the 2nd week and 2nd week for return to CMC shed)
13. After event, send thank you email to Hiking Director, Beverage Service/Wash Station Director, and set-up crew.

Hike/event Director

1. Provide input to the Organizer about Welcome Email and Reminder Email
2. Secure hike/event leader commitments - with 35 participants – should have 3 hike leaders or part-time equivalents. Hike/event leaders may include: hiking leaders, photo specialist hiking leaders, wildflower specialist hiking leaders, fishing leaders, and/or biking leaders.
3. Before ISO is opened to participants, provide list of hike/event leaders to the Organizer.
4. Direct the hike/event leaders to enter their hike/events on the CMC schedule (these events should not be open for registration until the ISO commences).
5. In the days before the ISO, check with the local ranger station for local trail conditions and provide this information to the hike/event leaders. Also, provide information about emergency phone numbers for local safety officials and forest service.
6. Arrange and conduct hike/event leader meeting at 4:00PM on first evening of the ISO (provide safety information, distribute Beverage Service/Wash Station Director's phone number, provide weather update, etc.)
7. On first evening of the ISO, give an overview of the week's hikes/events and direct the second day's hike/event leaders to talk about their plans, how many they will take, and what time they will leave.
8. On the subsequent evenings, direct that day's hike/event leaders to debrief the group about that day's hikes/events and then have the next day's hike/event leaders to talk about their plans, how many they will take, and what time they will leave
9. Lead at least 3 hikes/events during the ISO
10. Before leaving the ISO, direct the hike/event leaders to add their participants to the CMC schedule and close the hike/events (i.e., mark them 'complete' on the CMC website).

Beverage Service/Wash Station Director

1. Provide input to Organizer about budget
2. Arrange for pick up and return of beverage service/wash station supplies kept in CMC shed (see detailed supply list)
3. Inventory supplies before ISO and replenish supplies as needed
4. Upon arrival at site: Ensure access to water and electricity, set up burner for heating water, cover dining tables with thin plastic table cloths, and erect six 6' tables (three tables for food service, two tables for the beverage station, and one table for the wash station), and set up cold beverages for first night
5. Set up hot beverage station at 6:30 (for breakfast service to begin at 7:00) - daily
6. Set up cold beverages - daily
7. Set up wash station before breakfast and dinner services and break down after - daily
8. Manage trash and recycle removal - daily
9. Purchase additional supplies during ISO to keep fresh inventory available as needed (e.g., half & half, juice, ice)
10. Coordinate the caterer's cleanup needs for the wash station
11. Act as contact person for any Hike/event leaders who will be late getting back to the ISO site
12. At the end of the event help Onsite Director to secure the site (1st week: secured for the 2nd week and 2nd week for return to CMC shed)

Assistant to Beverage Service/Wash Station Director

Provide back up to the Beverage Service/Wash Station Director¹

Hiking/Event Leaders

1. With the guidance of the Hike/Event Director, organize hikes/events to be held during the ISO. For example, these can include: hikes, bike rides, flyfishing excursions, or other enrichment activities.
2. On the first evening of the ISO, attend the hike/event leader meeting at 4:00PM, which will provide safety information, distribute Beverage Service/Wash Station Director's phone number, provide weather update, etc.
3. Hiking/Event Leaders shall be registered Colorado Mountain trip leaders and shall follow all guidelines as established by the Colorado Mountain Club.

¹ This role may be filled by two or more people. The comped base cost will be allocated among the number of assistants based on the number of days worked (i.e., similar to the hike/event leaders).