



**Pacific Crest Trail  
Association**

## Mid-Oregon Volunteers

### **Volunteer Job Description: Community Coordinator**

#### **Purpose**

PCTA's Mid-Oregon volunteers care for the PCT between Windigo Pass (near Mt Theilsen) and Mt Jefferson. The Community Coordinator helps to connect volunteers in Mid-Oregon with various ways to get involved with the PCT and the PCTA. They work closely with the chapter leadership team and PCTA staff to plan and promote community engagement events and support chapter stewards in recruiting volunteers to assist with trail projects. This position collaborates closely with the chapter's Administrative Assistant with a focus on marketing/communications that support the chapter's success.

Many tasks require the use of computers and software such as Microsoft Office Suite, Adobe, Mailchimp, Wordpress, and cloud file-sharing services such as Box. This position doesn't require on-trail work but it is helpful to have knowledge of or an interest in learning about the PCT and trail maintenance tools and techniques.

#### **Duties and Responsibilities**

- In coordination with PCTA's Volunteer Engagement Associate, organize tabling opportunities to educate and increase awareness of PCTA, including recruiting future chapter volunteers
- In coordination with PCTA's Volunteer Engagement Associate, recruit and facilitate training and mentorship experiences for new tabling volunteers
- Support Mid-Oregon stewards in promoting volunteer opportunities through Mailchimp
- Participate in monthly one-hour conference calls with Mid-Oregon leaders via video/phone conference
- Participate in an annual Mid-Oregon leadership meeting, usually in person each January
- Collaborate with Administrative Assistant to maintain Mid-Oregon steward rosters and update the Steward PDF map (currently designed in Adobe Illustrator)
- Collaborate with Administrative Assistant to add upcoming events and reminders for outreach opportunities to Mid-Oregon's Outlook calendar
- Support PCTA staff in updating the Mid-Oregon webpage: <https://midoregon.pcta.org/>
- Utilize Mid-Oregon's Facebook page to promote events and volunteer opportunities, share photos and stories, etc. to engage and build community
- Collect and organize photos from stewards and volunteers
- Post events (training opportunities, presentations, etc.) on relevant community calendars and distribute fliers
- Track RSVPs to events, as needed
- Support chapter in locating and reserving event space, as needed

#### **Time Commitment**

Approximately 4-10 hours per month, depending on season.