

## BOW WATERS JACKRABBITS - VOLUNTEER ROLES

**N.B.** Most of these positions are administrative in nature --none require strong skiing ability or knowledge! There are people in the club who have done most of these jobs in the past, and can and will provide advice on what needs to be done.

**Leader Coordinator** – Administer our lessons: organising kids and instructors into classes before the season, scheduling instructors into Leader training courses, overseeing lessons during the season, coordinating badges at end of season.

**Instructor** – Along with a partner, instruct a class of about 8 kids in the fine art of cross-country skiing. Strong skiing ability is not a requirement for teaching younger kids. Club arranges for leader training (typically one day course in Canmore on a Saturday or Sunday in late November). Great opportunity to improve your own skiing skills. Possible to be more of an assistant instructor rather than a co-instructor, especially if you're unsure about being able to come out every week.

**Treasurer** – Liases with Canoe Club administrator to arrange reimbursement for club expenditures, including maintaining accurate records of all transactions. Prepares & presents financial summary to membership at Annual General Meeting.

**Registrar** – Prepares and issues registration package at beginning of season, processes registrations, including liasing with Canoe Club and Cross Country Alberta.

**Website Administrator** – Maintains club website, with many updates prior to each season and then changes as required during the season.

**Special Events Coordinator** – Works with other volunteers to organize the events outside of lessons program – Goat Creek Tour, Hostel Trip, Sports Day, AGM

**Sports Day Coordinator** – Plans and organizes annual end-of-season Sports Day. Coordinates other volunteers for games as well as weiner roast afterwards. Liases with venue (usually Canmore Nordic Centre)

**AGM / Potluck Coordinator** – Coordinates end-of-season awards dinner & Annual General Meeting – booking hall, buying juices, napkins etc.

**Lake Louise Hostel Weekend Coordinator** – Make booking at Hostel, gather registration sheets from Jackrabbit families, liase with Hostel re: room assignments, plan group supper (meal planning, buying food), planning ski trips. Note that all families pitch in & help with the group supper at the Hostel. Hostel Coordinator is not involved in the Lake Louise Loppet race on Sunday--many Bow Waters families participate, but the Hostel Coordinator work is done by then.

**Goat Creek Trip Coordinator** – Make arrangements with Brewster for bus rental, gather list of participants & collect money from them, get participants to sign waiver form. On the trail, families are responsible for their own kids, so you can enjoy your ski.

**Photography Coordinator(s)** – Take photos of classes and other club events, as well as “class pictures”. A slideshow at the end of the season Annual General Meeting and Banquet is a popular club tradition. All costs reimbursed by the club.

**Speed Badge Coordinator** – Orchestrates Speed Badge time trials on two occasions -- near beginning and end of season – usually takes about half an hour each day after the lesson.

**Optional Tour Coordinator** – Choose a location for the tour (in the past we’ve gone from Boulton Creek trailhead in Lougheed Park, Sawmill network, Cascade Fire Road, Ribbon Creek), make announcement the week before, get participants to sign waiver forms, identify adults to actually lead the group on the trail

**Women’s Tour Coordinator** – This outing has varied over the years from the Moms:

- skiing on a Saturday, then staying overnight in Canmore & meeting their families the next morning at the Nordic Centre for the lesson
- skiing on a Saturday, going for dinner, then back home to tuck the kids in
- skiing on a Sunday after Jackrabbit class, then out to dinner & then home

This role would involve canvassing Moms to see which option is most popular, then choosing a trail (or trails for a larger & more diverse group), making a restaurant reservation, and possibly booking accommodation.

**Adult Ski Skills Coordinator** – Involves arranging for an outside instructor (we have many contacts and can set you up with them) to come & teach the adults how to keep up with their kids. You would need to schedule dates, publicise it within the club, collect any fees we might charge to participants. In the past, this training has taken place either after a Canmore lesson, or at Canada Olympic Park on weeknights.

**Sports Day Helper** – At the end of the season Sports Day event at Canmore, we need several people to arrange & run the fun events such as obstacle courses, relay races, egg hunts, etc. As well, a few people are required to cook hot dogs and bake the traditional cookie medallions.

**Class Parent Helpers** – Ski with a class each week, helping the instructors as needed—not with instructing, but things such as skiing back to the hut with sick kids, helping kids with equipment or clothing problems, etc.

**Apparel Coordinator** – Liases with supplier of items such as toques, headbands, shirts, vests. Brings samples to a few of our Sunday outings early in the season, and takes orders within the Club, places order with supplier, collects money from club members, arranges for payment of supplier.

**BOW WATERS JACKRABBITS  
2005 – 2006 VOLUNTEER OPPORTUNITIES**

<b>President</b>	Debbie Hall
<b>Leader Coordinator</b>	Bryan McKenney
<b>Treasurer</b>	
<b>Registrar</b>	Tom Borthwick
<b>Special Events Coordinator</b>	
<b>Hostel Trip Coordinator</b>	
<b>Goat Creek Trip Coordinator</b>	Marilyn Turner
<b>Website Administrator</b>	Ray Turner
<b>Photography Coordinator</b>	
<b>Sports Day Coordinator</b>	Maureen Hurly
<b>AGM Coordinator</b>	
<b>Instructors</b>	<b>Bunny-Green Yellow Orange Red Blue</b>
<b>Speed Badge Coordinator</b>	Polly Knowlton Cockett
<b>Lesson Scheduler</b>	
<b>Optional Tour Coordinator</b>	
<b>Apparel Coordinator</b>	
<b>Women's Tour Coordinator</b>	
<b>Adult Lesson Coordinator</b>	
<b>Class Parent Helpers</b>	