

End-to-End Event Coordinator Job Description

The End to End Event Hike Coordinator leads a committee of volunteers responsible for running the Club's annual End-to-End May long weekend hikes. This is an important fundraiser for the club.

Responsibilities of the committee include:

- posting the hikes on the BTC's hike schedule and answering any hiker enquiries
- obtaining permission for hikers to park at specific sites each day of the hike
- ordering buses
- working with the Membership/Volunteer coordinator to enlist volunteers to provide snacks and sign hikers in at various checkpoints each day
- a committee member/volunteer will be responsible for checking hikers in at the beginning and end of each day. The coordinator will be available to deal with any issues that arise.
- committee member/volunteer to take photos for social media

Following the event:

- write an article (with photos) for the Grapevine (club) newsletter
- write a summary of the event for the Hike Coordinator