



**Bruce Trail**  
**CONSERVANCY**  
NIAGARA CLUB

## **Special Events**

### **Hike Coordinator**

The Niagara Bruce Trail Club is looking for Hike Coordinators for the Laura Secord Event Hike in June and the Merritthon Event Hike in November. This is a perfect opportunity for anyone with strong event planning and organizational skills!

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#### **Roles and Duties:**

##### **Months in advance**

- Select the date. Send date to hike coordinator to publish in BT magazine.
- Coordinate transportation.
- Email last year's volunteers. Will need volunteers for each checkpoint and day of special event hike.
- Contact Marketing Director to determine if they wish to sell club merchandise at end of hike.

##### **A couple of weeks before hike**

- Check the hike schedule to determine number of hikers registered. Send preliminary number of hikers to the checkpoint volunteers

##### **2 days before**

- Confirm the number of buses with bus company, confirm the final numbers with the checkpoint volunteers.
- Send list of volunteer duties to the checkpoint volunteers (Location, time, contact info)
- Email hike notes to the hikers via the hike schedule.

### **Day of the event (s)**

- Update the checkpoint lists
- Drive to checkpoints to provide lists –checkpoint volunteers are asked to bring the check in sheet to the next checkpoint as soon as all hikers have signed in.
- Get photos of the checkpoint volunteers
- Deliver stipend and thank you card for each volunteer
- Arrange for photos of hikers at end of hike.

### **Following the event**

- Provide hike summary to hike director
- Post photos of hikers on Facebook
- Provide receipts to club treasurer for reimbursement of expenses
- Submit article about hike to Grapevine newsletter
- Email to thank the volunteers (with photos)
- Email non-members list to Membership coordinator to email non-members to consider joining the BTC

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Applicants are asked to apply by submitting a Bruce Trail Conservancy volunteer application, indicating interest in the role on the application.

Volunteer applications can be found [here](#).