

Cabin Host Coordinator Job Description

The Cabin Host Coordinator manages volunteer sign-up for Monarch Cabin and Junco Cabin. This has been simplified with the online sign-up. The coordinator is notified by email when a volunteer signs for a spot and if they cancel online. If a volunteer does not know how to sign-up or cancel on using the online system then the Host Coordinator is responsible for changing it in the program.

The Host Coordinator checks the calendar regularly to see which dates are not covered so that an email can be sent out to the membership asking for volunteers for specific dates. Notice which members have not volunteered and contact them directly to see if they will volunteer.

If it appears a specific day will not be covered by a GCWG member then the Forest Service needs to be notified so that an intern can be assigned.

For the Spring meeting, print a list of days available, so volunteers can sign up at the meeting. These volunteers will be entered in the sign-up program by the host coordinator.

Reminders are automatically sent to members to remind them of their volunteer commitment. The directions for the Host Coordinator on how to use the sign-up system are included on the Grand County Wilderness Website.