

HTA Trail Work Coordinator - Job Description

New/Potential projects identified by GCWG members

1. Collect the "USFS-SRD Wilderness Trip Report", review them for completeness and clarity of the work required.
2. The Trip Report forms may come from the light trail work hikes, trail ambassadors, or members on a personal hike.
3. Coordinate and answer any questions from USFS or HTA (if need to co-sponsor), get USFS approval
4. Get clear understanding of the details of the project (as approved by USFS) and write rough draft of a letter to the GCWG membership.
5. Send Board the rough draft (include date, description, time, meeting place, etc.).
6. President will send email to membership after board approval.

HTA Projects (on their list)

1. Get an understanding of the details of potential projects appropriate for GCWG.
2. Send Board a rough draft of a letter to the GCWG membership regarding the work (date, description, time, meeting place, etc.).
3. President will send email to membership after board approval.

General (always)

1. Get number of GCWG members (and names) planning to attend any HTA project to HTA and in an appropriate time frame.
2. Get signed Service Agreement from all GCWG members attending ANY HTA project (even those not approved by board).
3. Report our members hours to GCWG Volunteer Hours Coordinator.
4. Get all projects on GCWG website (via Webmaster) and in on-line sign up system.