Volunteer Hours Job Description

The Volunteer Hours Coordinator job is to accumulate the volunteer hours for the group.

At the end of each quarter, send out a reminder to volunteers to report their hours.

> Committee heads should report hours for their committees

> Examples are trail work days, kiosk maintenance, ArtAffair, and Daisy Demolition days.

> For Board Meetings and Member Meetings, someone should accumulate and report the hours for the group.

> The registration box host hours are to be turned in by each host. Other individual efforts, such as osprey monitoring, monofilament collection, and trail ambassadorship should be reported by the individual.

> Cabin Hosting Hours are accumulated from the sign up. 9 hours for each person/day.

Accumulate hours by category for each quarter and enter into the spreadsheet.

The fiscal year runs from Jan. through Dec. The hours are currently are being reported to HTA.

Present Volunteer hours for the previous year at the Spring meeting.

New categories may need to be created.

Every year a new spreadsheet must be created.