



Thames Valley Trail Association Job Descriptions

Activities Director Job Description

Updated June 2019

1. Attend the AGM and monthly board meetings. No meeting in August or January.
2. Post Trekker deadline for submissions on the calendar.
3. Monitor hike descriptions on TVTA web calendar.
3. Maintain a list of CHL contact information, current certification dates for recertification, First Aid or other qualifications a hike leader may have.
4. Advise Hike Ontario each summer of CHLs requiring their 5-year re-certification and arrange payment of \$5 through the Treasurer.
5. Provide an up dated list to Hike Ontario and the Treasurer of active CHL Instructor trainers for annual \$25. Fee due January of each year.
6. Collect incident report forms and submit them to Hike Ontario.
7. Collect, organize by month, year, and store hike waiver forms as per Risk management policy.
8. Collect non-hike waivers, training and trail maintenance-organize by month and year and store waivers indefinitely.
9. Respond to hike leader inquiries.
10. Contact new CHLs for TVTA to welcome them, provide access and instructions on submitting hikes. Encourage them to lead hikes/ or team up with a mentor of their choice until comfortable to lead hikes on their own.
11. Communicate with hike leaders as a group about meetings, new policies, and initiatives...encourage the posting of hikes for our club.
12. Collaborate with Membership Director once a year to check all CHL are current paid members.
13. Collaborate with the Social Media Director as a co-organizer with the TVTA Meet up and Facebook groups.
14. Collaborate with Social Media Director to confirm non-TVTA members on the Meet-Up site complies with our attendance policy. In addition, to check members on the site comply with all current TVTA policy.
15. Assist other clubs with advertising their hiking events on our calendar.
16. Notify Fanshawe Conservation Area of any up coming hikes during the months when the gate is staffed. (May to October)
17. Respond to public inquiries about trail end-to-end requirements.
18. Review end-to-end logs and provide end-to end badges. Cost to non-members \$5.