

VOLUNTEER JOB DESCRIPTIONS

TRAIL SUPPORT SERVICES:

ADMINISTRATIVE DUTIES: The activities that are office-based in nature, including records-keeping and documentation tasks; entering or updating membership data, writing minutes of meetings, articles for newsletters or other journaling tasks (other than website/social media creation/maintenance); general correspondence and mailings; attendance at various conferences and meetings, etc. Job examples include ATCA Board President, Secretary, Treasurer, and Fundraiser Organizer. (No JHA applies)

- **VP - MEMBERSHIP:** Recruits membership to ATCA and tracks and acknowledges receipt of membership dues and donations. Also responsible for volunteer outreach to acquire staffing for fundraising events such as parking. (No JHA applies)
- **EASEMENT COORDINATOR:** Focuses on the research of existing and potential trail easements across private property or the actual work of pursuing property through purchase, donation, granting of easements, etc. (No JHA applies)
- **SOCIAL MEDIA MASTER:** creation and ongoing maintenance of an ATCA/Anza Trail page on a social media site such as Facebook. (No JHA applies.)
- **WEBMASTER:** creation/maintenance of ATCA website. (JHA#9) (No JHA applies)
- **VP – VOLUNTEER SUPPORT:** Recruits and recognizes volunteer support (No JHA applies)
- **PUBLIC HIKE LEADER:** volunteer time focused on leading public hikes, providing interpretive or “guide” messages about the surrounding area to guest hikers. (No JHA applies)
- **FUNDRAISING MANAGER:** Has oversight and planning responsibilities for all current fundraisers and for investigating new fund-raising strategies (No JHA applies)

FUNDRAISING SUPPORT. These activities are a mix of office and trail activities, but almost all involve working with people in public settings. Our main fundraiser takes place in February running a parking lot for the Tubac Festival of the Arts. Activities include site preparation, which includes clearing, brushing, weed trimming, and litter cleanup. The event involves collecting money from people in cars and directing them to appropriate parking spaces. It may involve answering questions, giving directions, and interacting with other volunteers while avoiding moving vehicles.

- **Fundraising Organizer/Planner:** Job description under Trail Support Services, Administrative duties. (No JHA applies)
- **Taking money:** (No JHA applies)
- **Interacting with the public:** (No JHA applies)
- **Prune/Brush** (JHA #2)
- **Mowing:** May be accomplished by either pull-behind mower and tractor or weed-eater depending on size of job. (JHA #3 and #10)

TRAIL MAINTENANCE SERVICES

TRAIL MAINTENANCE: Includes maintenance of the trail tread, its immediate environment, and related support facilities. Any volunteer work performed in this category will involve one or more of the following: mowing,

brushing, pruning, sawing, clearing culverts of debris, replacing pedestrian bridges, litter pickup or trail bed rehabilitation. Daily work may involve any or all of these specific tasks at various dates and times.

- **TRAIL BOSS:** Ultimately responsible for all aspects of trail maintenance on the hiking sections of the trail in Santa Cruz County. This includes providing training and oversight of key documentation such as Volunteer Service Agreements, PPE resources, first aid kits, and care, maintenance, storage, distribution, transportation, cleaning, repair, inventory, and replacement of tools (JHA #2), equipment, and vehicles. Another responsibility is general planning efforts and pre-workday logistics for trail and trailhead maintenance. It also includes oversight and support of Trail Section Chiefs and their work, as well as making regular reports to the ATCA Board of Directors. (No JHA applies for planning responsibilities).
- **TRAIL SECTION CHIEFS:** Oversight of a particular trail section, including patrol/inspection of trail conditions, coordination with Trail Boss to plan for and work toward desired future conditions. (No JHA applies for planning)
- **Prune/Brush** (JHA #2)
- **Mowing:** May be accomplished by either pull-behind mower and tractor or weed-eater depending on size of job. (JHA #3)
- **Working in or around the river:** (JHA #9)
- **Weed Whacking:** (JHA# 10)
- **Sawing:** clear trail of downed tree, large branches, or hazardous leaning trees. May be accomplished by either chainsaw or non-motorized saw, dependent upon size/complexity of the job and skill level/certification of saw operator. Chainsaw operators must have concurrent certification through an approved course/instructor as well as current certification in First Aid and CPR. (JHA #2, #6.)
 - **Sawyer:** Sawyers operate a chainsaw or crosscut saw to build, maintain, or otherwise clear the trail corridor. This requires certification.
 - **Swamper:** Swampers assist sawyers, but do not operate saws. Activities include clearing brush, transporting equipment, site preparation, cleanup, and risk management.
- **Support Activities:** include leading hikes, scouting, attending outreach events, trash cleanup, and landowner communication.