

TRR Southeast PA - Jobs / Descriptions

Feb-22

Job / Title	Person	Job Description
CHAPTER COORDINATOR	Jim Riley	Overall responsibility for operation of chapter and coordination of planning, staff and partner organizations (PCC, YMCA, etc). Coordinate all paddling activity, assigning all the needed roles to make sure activity is safe, well organized, and fun. Signs yearly TRR-N contract assuring safety and commitment to goal of 24 yearly events. Responsible for approval of all chapter expenses.
SECRETARY	Ray Carr offered to help with ORS reporting.	Setup/record chapter meetings. Can be hands-on at the venue, or purely administrative, or both. Works/communicates with chapter coordinator on regular basis. A. Responsible for entering paddler, Staff/Volunteer and event info into the reporting system (ORS) and notifying paddlers and Staff/Volunteers about events. B. Assures that new staff/volunteers receive orientation handbook. C. Communicates with TRR-N and submits any receipts for reimbursement. D. Assures Staff/Volunteers and paddlers have signed info sheets, liability, media and medical waivers and keeps them filed separately (Now done on-line via the ResMed system). E Assures that partner organizations (PCC, YMCA, etc) are provided yearly certificates of insurance and responds to requests from partners.
TRAINING / PROGRAM COORDINATOR	(we can have multiple!)	Manages/coordinates yearly training schedule on Google Calendar and works with trip coordinator to offer program progression on difficulty of trips. Recruits instructors and staff necessary for delivering the instruction, guiding, and mentoring of participants. They should be team players, and willing to be flexible in instruction and encourage empathy in instructors and volunteers.
BOAT/EQUIPMENT COORDINATOR	Glenn Boekell	Assists Chapter Coordinator on storage/maintenance of boats/gear. Should be capable of hauling trailer and gear while assuring events have sufficient gear delivered. Periodically inspects condition of equipment and make recommendations to chapter coordinator on purchase of replacement or additional equipment.
TRIP COORDINATOR	Laurie McMonigle (we can have multiple!)	Works with Training Coordinator and boat/equipment coordinator to establish progression of trips and maintain schedule on Google Calendar. Serves as the point contact for trips and assures that participants are capable of trip difficulty. Provides follow-up report to Secretary (for reporting on ORS) of participants at each event.
FUNDRAISING/MEDIA COMMITTEE	(we can have multiple!)	Creates/coordinates photos/media for posting to chapter social media, creates fundraising publications, establishes media and fundraising contacts or coordinates fundraising events. Sends thank you's to donors (notified by TRR-N). Assists Chapter Coordinator maintain the chapter website at: https://trrsoutheastpa.org/
OUTREACH COORDINATOR	Zoe Nesin (we can have multiple!)	Recruits new paddlers (active military, veterans, first-responders and disabled members of community). Keeps contact with existing paddlers and maintains a relationship with the site's VA contact to spread the word about TRR to potential paddlers. This may include coordinating presentations to veteran groups, VA and rehab facilities.

All chapter staff are encouraged to read / review forms/documents on the chapter website:
<https://trrsoutheastpa.org/documents/>