Seattle Canyoning Committee
Volunteer Job Description
Leadership Chair

Purpose
The Leadership Chair coordinates the Assistant Leader Course and facilitates the leadership application and approval process.

Requirements
Canyon Leader or aspiring Canyon Leader. Must meet the requirements for Assistant Canyon Leader (minimum). Familiarity with Mountaineers leadership processes, including the website, is preferred. Experience in leadership or mentorship programs is beneficial but not required.

Term
October - September.
The Leadership Chair is appointed by the Committee Chairperson. The Leadership Chair is asked to commit to one year, and may remain in the role for up to 5 years.
This position may have co-chairs to share the work, but only one chair may be a voting member of the committee.
The Leadership Chair is asked to notify the committee of their intent to stay in the position or vacate the position each August for the following year.

Commitment
- October - December (10-20 hours total)
  - Identify & recruit leader candidates
  - Plan and schedule Assistant Leader Course
  - Ongoing: review leader applications & pair with a mentor
- January - March (20-40 hours total)
  - Pilot Assistant Leader Course
  - Post Spring Assistant Leader Course
  - Student communications
  - Schedule Instructor Review Day
  - Ongoing: review leader applications & pair with a mentor
- April - June (30-50 hours total)
  - Student communications
  - Host Instructor Review Day
  - Host Assistant Leader Course
  - Ongoing: review leader applications & pair with a mentor
- July - September (5-10 hours total)
  - Check in with leader candidates
  - Ongoing: review leader applications & pair with a mentor

Duties
- Assistant Leader Course

- ○ List the course(s) and field trips on the website
- ○ Recruit volunteer instructors and area leads
- ○ Schedule & run an instructor review day
- ○ Communicate with students and instructors before and during the course(s)
- ● Leadership application process
  - ○ With the committee's help, identify potential leaders and reach out to them
  - ○ Intake leader applicants and assign a mentor
  - ○ Ensure leaders have the appropriate badges and are on our committee roster

Responsibilities
- ● Assistant Leader Course
  - ○ Determine Assistant Instructor Course structure and content, with support from the committee
  - ○ Work with V7 to determine access and pricing for complementary online material
- ● Leadership application process
  - ○ Ensure leadership pathway is clear and published
  - ○ Ensure leadership applications are processed by the committee in a timely manner
  - ○ Work to ensure the leadership application process avoids unnecessary bureaucracy while maintaining thoroughness