



Seattle Branch of The Mountaineers, January 11, 2019 JJK

Seattle Snowshoe Committee

Online Course Manager

Goal of Position

The Online Course Manager will be the lead to setup each season's course offerings on the Mountaineers web site for the Seattle Branch courses. Included here are the duties related to keeping expectations, and student registration processes and procedures in line with the goal of successful completion of the courses.

Activities and Responsibilities

- Review the past year's course descriptions, review notes, to implement updates / changes as necessary for the overall course Template, as well as the Lecture and Field Trip
- Work with the office as needed to create new templates
- Set up the course Templates for the year by end September for the following year to give visibility to our program.
- Activities (Lectures and Field Trips) with the current year's dates, open and close dates, and fees for the course as established by the SS committee. (Currently these are the Basic, Backcountry Snowshoe Skills, and Winter Camping courses) by end October to accommodate student sign ups.
- Add current course materials for each course. Assist to update as necessary.
- Timely reports progress/ issues for tasks to the members of the Snowshoe Committee.
- Coordinate with committee Web Lead for updates to Seattle Snowshoe Committee websites.
- Assist with Roster management.
- Provide feedback on course management tools (website, procedures) to help us improve.

Support and Resources

- *Courses Sub-Committee*
- *Seattle Snowshoe Chair(s)*
- *Mountaineers staff for web setup, maintenance, training*
- *Snowshoe Web site manager- coordinate with for visibility on our committee web page(s)*

Length of Service/Position

- *2 years- one year with assistant in training , so there is succession planning in the volunteer position*
- *Estimated time obligations run between 10-20 hours per month during the activity season..*

Qualifications Sought

Enthusiasm for snowshoeing, and helping to connect the course expectations, and what perhaps at times seems to be written between the lines to assure all involved can be successful.

How to apply

Contact the Seattle Snowshoe Committee Chair(s) to express interest.