

# FortWhyte Classifieds Winter 2009/10

The FortWhyte Volunteer Program continues to “lengthen the pillar” of renewal and sustainability with new exciting positions for the season ahead! Highlighted below are roles with which you are familiar plus some fresh “out-of-the-box” ones. The New Year can bring renewal from both an individual and organizational perspective. Lead the way!

<p><b>WINTER FUN DAY LEADERS</b> If you enjoy children and outdoor adventure, you can be a Winter Fun Day Leader. Here is an opportunity to snowshoe, make snow taffy, build outdoor shelters and more. Time commitment is daytime, Monday through Friday, minimum 2½ hour shift once a week. Training is provided.</p>	<p><b>FIRE &amp; TAFFY TENDERS</b> Here is a role for individuals who might like to be involved with weekday school programs but in a supportive function. How does guiding children at rolling taffy poured on snow or baking bannock and roasting marshmallows on a stick sound? A crash course on fire tending and you’re on the team! The time commitment is daytime, any day Monday through Friday for a minimum 2½ hour shift.</p>	<p><b>TOBOGGAN SLIDE CAPTAINS</b> Help us maintain safety standards by taking responsibility for snow removal on the toboggan slide stairs on a weekly basis. Ideal job to get you “out and about” in the morning (8:30-9:30) on your week day of choice. Free Buffalo Stone Café coffee guaranteed!</p>
<p><b>NEW MEMBER LIAISON</b> This is a job designed for an individual with strong people skills both on the telephone and in person. It’s about relationship building with new members and helping them navigate the menu of public programs that best suits their needs and interests. Time commitment is bimonthly with flexibility to work off-site.</p>	<p><b>RECEPTION ASSOCIATE</b> Here is a new role that has “visitor services” written all over it. If you have retail experience, people and organizational skills and are interested in learning about Nature Shop products, FortWhyte Front Reception is for you! Commitment is Thursdays from 11:30-2:00. Training will be provided.</p>	<p><b>SNOWCLEARING ASSISTANTS</b> Are you familiar with small farm tractors with hydraulic levers and PTO? Our Site Manager is looking for a mature individual to operate snowclearing equipment for 2 hours (11:00-1:00) for one or two days per week (Mon-Fri) as needed over the winter season.</p>
<p><b>SKI TRAIL MONITORS</b> Want to play, exercise and volunteer all at once? The cross-country ski trail in the north aspen forest beckons you! Volunteers will be positioned on the 5 kms ski loop to orient and help visitors as needed. Time commitment is Thursday evenings or daytime on Saturdays/Sundays.</p>	<p><b>BOOKINGS HOSPITALITY</b> This job is designed for an individual who understands the importance of customer service. Your role is to meet and greet groups who book our facilities for meetings and get them off to a seamless start. Hands-on training is provided. Time commitment is 1-1½ hours sometime between 8-10 am.</p>	<p><b>SNOWSHOE CLUB LEADERS</b> Are you looking for outdoor exercise and adventure on weekends? You don’t need strong expertise to take on this role as training is provided. Commitment is sporadic on Saturday mornings January through March.</p>
<p><b>ECOADVENTURE RACE LOGISTICS COORDINATOR</b> Are you looking for experience in Special Events? Are you a details-oriented person? Here is an exciting opportunity to play a logistical role in the 11<sup>th</sup> Annual EcoAdventure race, all under the direction of the Special Events Coordinator i.e. promote the event by distributing posters and entry forms, send out prize request and sponsor letters, take charge of renting equipment, pick-up prizes, and prepare bins for exchange zones, following well established guidelines. Time commitment is 4-6 hours per week for 3 months with full days prior to and including day of event, Sunday, April 25.</p>	<p><b>SUNSET BBQ PRIZE COORDINATOR</b> Under the direction of the Special Events Coordinator, this volunteer is responsible for giving administrative support to prize request activities initiated by the Sunset BBQ Committee. This includes mailing letters, picking up prizes, organizing them for the event and assisting on the day of the event on June 2, 2010. Time commitment is 4-6 hours per week for 4 months (February–early June) with flexibility on choice of week day.</p>	<p><b>KIDS CLUB LEADERS</b> Saturday <i>Kids Club</i> is a drop-off service for parents from 1:00-3:00 in January and February. If you like the idea of leading kids through winter adventures (snowshoeing, tobogganing, treasure hunts), set aside the time on your calendar for Jan. 9, 23, Feb. 6 or 20. Your choice!</p>
<p><b>ECOADVENTURE RACE REGISTRAR</b> This key position revolves around the registration of participants for the EcoAdventure Race. It includes assisting in sending registration information to past participants, entering data on all participants, preparing waiver forms, athletes’ bags and results sheets for finish line volunteers and more following detailed guidelines. All duties are performed under the guidance of the Special Events Coordinator. Time commitment is 4-6 hours per week for 3 months beginning early Feb. with full days prior to and including day of event, April 25.</p>	<p><b>SUNSET BBQ TICKET COORDINATOR</b> How are your organizational skills? Guided by the Special Events Coordinator, this volunteer takes responsibility for mailing invitations to past attendees, processing and keeping a detailed record of all ticket orders, mailing out tickets, helping on the day of the event, June 2, and organizing post event thank you letters. Time commitment will vary from 4-6 hours per week (February–early June) with flexibility on day of the week.</p>	<p><b>GOLF TOURNAMENT REGISTRAR</b> Are you looking for resumé building experience in Special Events? This position offers a key role revolving around registration of Golf Tournament participants prior to and including the day of the event, July 28, 2010. Processing and keeping records of all golf registrations, contacting golfers for outstanding handicaps and home clubs as well as preparing and mailing confirmation letters to all participants are some of the key responsibilities in prep for the tournament. Time commitment is 4 hours per week (March-July) with extra time, if possible, the two weeks leading up to the event and a full day on day of tournament.</p>
		<p><b>MEMBERSHIP ASSISTANT</b> This volunteer is responsible for giving administrative support to activities that build the FortWhyte Alive membership base. If you have initiative and creative ideas to share with Special Events and Membership Coordinator, do consider this position that needs a “doer”. Time commitment is bi-weekly year-round with built in flexibility.</p>