**Job Description**

**BMC Hike Team Member**

**Purpose:**

A member of the Blue Mountains Club Hike Team, led by the Hike Director. The role is to help create a well organized, schedule of regular and special event hikes and ensure a roster of enthusiastic, well trained and knowledgeable Hike Leaders.

**Hike Schedule Planning**

* Assist in biannual organizing and planning of hiking schedules
* Develop the hikes for the BMBTC hike schedule
* Assist in scheduling special hikes (Orange Shirt Day, Night Hikes, etc. )

**Team Training and Standards**

* Help establish and maintain a roster of formally trained Hike Leaders
* Assist in ensuring hike leaders follow all BTC and Club guidelines related to hike leadership and safety

**Hike Administration and Communications**

Work with the Communications Team to:

* ensure hike schedules are accurate before online publishing
* communicate last minute changes and cancellations to scheduled hikes to membership through social media and the BMC website.
* ensure posted hike information is updated as needed with any changes for BTC calendar
* Post BMBTC hikes on the BTC calendar for online registration by Club members.
* Monitor registrations via BTC registration system, email registration list to hike leaders at least 24hrs ahead of the hike.
* Assist with regular surveying of hike leaders

**Helpful Skills and Knowledge**

* Capacity to learn and work with Google Docs, Google Sheets and Google Forms
* Experience as a regular hiker on BTC trails; knowledge of Club sections and parking areas
* Ability to map routes
* Good communication and organization skills