

*Please note...this job description was donated to the National Ski Council Federation and downloaded from their website at [www.SkiFederation.org](http://www.SkiFederation.org). Other clubs and councils may use it as a template to develop their own job description. Please remove all references to another club or council, and replace them as appropriate for your organization.*

## TRIP/EVENT LEADER JOB DESCRIPTION

### OUTLINE:

- 1) Pre Trip
  - A) obtain trip booklet and all pertinent information from appropriate committee, i.e. Skiing for ski trips, Sports for sporting events, Social for social events, and etc.;
  - B) Determine trip cost;
  - C) Sell trip at meetings;
  - D) Advertising flyers for the club newsletter and for passing out at the general meetings and other club activities;
    - 1) flyers include the following information: trip name, date, location, cost (2/4 room, etc.), a notice that "Non MDSC club members add \$20", the Skiwi name and snowflake logo, what the trip includes (bus trans., meals, lift tickets, and extra information such as games, activities, etc.), a mail-in "coupon" with the trip leaders address placed in the bottom right corner (**size ??????????**), minimum deposit required at time of sign up, payment schedule (if any), trip leader name(s) and phone numbers (preferably with an answering machine),
  - E) Buy food, munchies, beverages, supplies (if applicable);
  - F) Provide rooming list;
  - G) Remain in contact with committee chairperson;
  - H) Remain in contact with destination contact person - keep payment schedule up to date, discuss optional /night entertainment activities available;
- 2) The Trip
  - A) Bus trip there and back;

- trip participant cost should already be determined for you but if it's not, and you are required to determine that cost, the final numbers **MUST** be approved by the appropriate committee chairperson prior to publication;
- guidelines for determining trip costs: bus, lodging, lift tickets, bus driver tip (usually \$40 - \$60 if any trans. is needed in addition to delivery to hotel), leader(s) comp, and add \$12 per person for miscellaneous (flyers, phone, bus food and beer, etc.), don't forget any unaccounted sales tax; ADD all these charges together and divide by the number of people at which you want the trip to break even; example: 42 person trip but you want to break even at 40 (in case trip doesn't sell out)

## THE TRIP

### WHAT TO DO FOR DEPARTURE:

Arrive at bus EARLY and introduce yourself to the driver.

Supervise/help the bus driver load the luggage on the bus:

- skis in one compartment
- baggage in remaining compartments (the driver will inform you what goes where)

Take a head count to make sure everyone is present - count twice!

As soon as bus is on it's way:

- introduce yourself and the driver
- remind members that this is a NO SMOKING trip (if trip is extremely long, the bus driver may arrange a smoke break at some point on the trip)
- discuss location of beverages and proper disposal of containers I trash
- discuss any special bathroom I bus (talk with driver) maintenance items
- distribute and discuss the agenda

At Customs (if applicable):

- make sure there are NO OPEN BEER OR ALCOHOL CONTAINERS and that all containers are OUT OF SIGHT!!!
- be near front of bus to talk to Customs Officials
- make sure everyone is SEATED and QUIET
- make sure all have valid I.D. ready, aliens will require Green Cards

Take a head count after ALL stops.

Trip chairperson(s) must be sober and/or functioning during the trip.

- Distribute room keys, vouchers, etc.
- Make sure that the bus is reasonably clean and that all items have been removed from inside and underneath.
- Relax and enjoy yourself (for a couple of hours!)

DEPARTURE/ARRIVAL AT THE SKI HILL (bus transportation only):

- Take a head count before departure.
- Remind people of the days activities.
- Confirm time of loading and departure from the hill, back to the hotel.
- Distribute ski pole streamers or flags (used for group identification to other members).