

New Coordinator Information

[For new Coordinator candidates]

So you want to be an EOC Event Coordinator! Yay!

We are always looking for enthusiastic, friendly and organized people to join our team.

You probably have a laundry list of ideas for events, some from favorites you've attended, and some new ones that you think will benefit the club. We welcome all suggestions and we'll do our best to work with you. But be aware that certain events are simply not possible as EOC events due to logistical, safety, monetary, or out of scope reasons.

General principles to keep in mind:

- 1) The EOC is completely volunteer run.
 - So please be patient, we all do this in our spare time!
- 2) We do not have money to run your event.
 - There is no "float" money to pay for events up front.
- 3) We do not discriminate based on age, gender, marital status, etc.
 - No singles events! And try to be inclusive of as many members as possible.
- 4) The EOC has a wide breadth of activities; mainly outdoor, activity, learning or travel focused in scope.
 - We do not typically do a lot of "hardcore" events, as there are discipline-specific clubs for that such as the Alpine Club or bike groups.
- 5) EOC events are open to all members.
 - So expect strangers and newbies in attendance.
 - So it's different than having fun events for friends/people you know.

So let's get started in getting your Volunteer Star!!

STEP 1

Read the Coordinator Manual:

<http://www.edmontonoutdoorclub.com/member/portal/manual/>

After you have familiarized yourself with the manual, please send a message to the Volunteer Coordinator to confirm that you have read it.

While there's a lot on those pages, there's lots more that only experienced Coordinators can help you with. That's what we're here for!

While you read this over, the Volunteer Coordinator will also poll the current Coordinators for your reference.

STEP 2

Now the fun part!

Once you get the go-ahead from the Volunteer Coordinator, you will do at least three "training" events with experienced Coordinators. Training events are meant to familiarize new coordinators to the conventions, policies and logistics of running EOC events. They are also meant to assess suitability of potential coordinators in terms of organizational and social skills.

From your list of ideas, just pick a few and tell the Volunteer Coordinator. You may approach Coordinators that you already know for mentorship, or the Volunteer Coordinator will help you find a mentor. Only Coordinators that have done 10+ events can mentor. Also, one of the training events must be with a Coordinator that has done 20+ events. As well, you should train with more than one Coordinator.

It is recommended that you do a few easy events for your training events. We don't need to help you with your camping skills or "outdoorsiness", just the nuances of running EOC events.

Your mentoring Coordinator will help you organize and plan the event. This includes payment arrangements, carpool, etc. Please help your mentor by providing as much of this detail as possible. Remember, they're here to help you do EOC events, not to do them for you.

We ask that all our coordinators run an event at least once every 2 months. Therefore, the three co-coordinated events should be completed in a similar time scale.

Your mentoring Coordinator will also attend the event with you and help you run the event.

During these events, the mentoring Coordinator will fill out a feedback form about you. This form will be sent into the Volunteer Coordinator.

STEP 3

Web functionality training! This step can actually be done in between your other training events.

One of the biggest strengths of the EOC is in its Web Calendar functionality designed by Andwa Consulting. It is this calendar that allows us to post events, administer enrollment and run the club in a virtual space.

There's LOTS to learn about how to use the website and a dedicated session is required to cover everything.

STEP 4

Once you have completed your three training events, the Volunteer Coordinator will review the Feedback Forms from the mentoring Coordinators. He/she will make the decision whether or not your training is sufficient to run EOC events independently. He/she may recommend that a few more mentored events will be of benefit to you.

If you get your star, you can start running events without a mentor! You will be given access to the web functionality that will allow you to post new events. You will also be asked for a small mugshot and bio blurb for the website.

Once you get your star, your next two events are considered probationary. This means your next two events must be reviewed and approved by the Volunteer Coordinator before being posted. This ensures that everyone gets the advice of the Volunteer Coordinator early on.

STEP 5

Is that it?

Basically!

There are of course a few things to keep in mind for your future events:

- 1) If you haven't done a carpool or paid event, please ask a Coordinator who has, as these are not always easy to setup.
- 2) If you're doing an event similar to one that has been done in the past, contacting the previous coordinator might save you a lot of leg work!
- 3) If you're doing an event that has never been done in the club, it is recommended to run it by the more experienced coordinators for help, especially the Safety Officer. Remember, we're here to help make EOC events run smoothly so that the volunteers and members have fun!
- 4) Feel free to co-coordinate with other Coordinators! Spread the work around and run bigger, better events!
- 5) Recruit others to volunteer! Run for executive positions! Make the club YOURS!
- 6) Note that the Directors, Volunteer Coordinator and the Safety Officer, at their discretion, have the right to pull an event that you have posted for logistical, safety, monetary, or out of scope reasons. So if you're pushing the envelope, let us help you from the start.
- 7) IF IN DOUBT, JUST ASK YOUR VOLUNTEER COORDINATOR!

DONE!