Characteristics and Duties of SJSC Trip Leaders

# Qualifications and Responsibilities

1. Leadership – Must be able to make decisions, and be someone that people will be willing to respect
	1. Able to pair single people in condo’s/hotel rooms
	2. Able to successfully work with assigned Trip Coordinator & Ski Committee Members
	3. Must be a SJSC member in good standing
2. Organization Must be able/willing to
	1. Track data using club provided spreadsheet and turn in a completed spreadsheet at the end of the trip
	2. Interpret your contract with the vendor/resort and willing to establish contact with that vendor
	3. Keep track of receipts and other transactions
	4. Research the resort location for group opportunities
	5. Plan the group party (if applicable)
	6. Arrange for box lunches on weekend trips
	7. Write a summary of the trip within two weeks of the trip’s conclusion
3. Technology savvy – Must haves
	1. MS Word and MS Excel programs
	2. Either a lap top or a desk top computer
	3. Willing to spend the time needed to complete the documentation needed to make the trip successful,
	4. Willing to spend the time to provide data that may be used to make other club decisions.
4. Outgoing, congenial, and inclusive – Enthusiastic in promoting and running the trip.  Primary goal is to do your level best to provide a positive experience for all trip-goers and ensure all participants are considered, included and treated equally.
5. Decisive – Able to make appropriate decisions when everything does not run as planned and be comfortable with potential fallout from fellow travelers.
6. Available – Should attend almost all of the club meetings between the August kick-off and the departure of their trip.
7. Responsive –Able to be reached by club members signed up for the trip, and when on the trip. Must respond to the ski committee when asked for information
8. Compensation – If total club compensation exceeds $600.00 you understand that this must be reported to the IRS and you will be issued a 1099 from the club.

SJSC Trip Leader Application - 2016

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_--

List all trips you have led for SJSC or anyone else – List any additional trips on an attached sheet

1. Where to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sell-out Yes or No

2. Where to\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Year\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sell-out Yes or No

I have a computer that has both MS Word and MS Excel. Circle one: Yes No

I feel comfortable using Excel to record data Circle one Yes No

Qualifications: Tell us about SJSC board positions, trips led with other clubs, intimate knowledge of ski area or other similar experience

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If selected, where would you like to lead a trip to? Why? Have you skied this location before, do you preferred to lead or assist?

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