

**CAT—40
Key Volunteer Positions**

**Hike Coordinator**

Responsible for planning, executing and improving the hike as a legacy event of the Colonial District. Establishes the primary and rain dates for the hike, and dates for planning meetings. Establishes the hike route, and each year’s adventure theme. Coordinates hike date and details with District Key 3, and works with District Staff for District and Council support. Prepares annual budget for District Executive. Recruits key volunteer positions, and implements volunteer-based participation model for staffing the event.

Leads planning meetings with key volunteers. Communicates hike details to participating Units via email newsletters. Orders awards. Leads morning briefings for 40km and 20km (HALF-CAT) hikers. Serves as advisor for deputy hike coordinators on day of hike. Confirms that all hikers and volunteers are accounted for at the end of the hike, and retains the shutdown log of support stops and the “all-hands-accounted-for” log. Solicits feedback for improvement of future hikes.

**Deputy Hike Coordinators (2 positions)**

Deputy Hike Coordinator (AM) – Prior to the hike, coordinates with Support Stop Captains to discuss Support Stop set-up and operation, and works with the Registrar to assign participating Units’ volunteers to Support Stops. Informs the Fairfax County, Alexandria and Prince George’s County Police about the hike. On the day of the hike, the Deputy Hike Coordinator (AM) is the Acting Hike Coordinator from 6:00 AM to noon on Hike Saturday. Helps set-up the hike start location, and serves as the Support Stop Captain (AM) for this location. Resolves any issues during the morning of the hike, and monitors Support Stops via phone. Keeps all Unit permission slips and health forms during the morning of the hike. Hands responsibilities (including permission slips and health forms) to Deputy Hike Administrator (PM) in person at noon, and informs him/her of any on-going or developing issues.

Deputy Hike Coordinator (PM) – Prior to the hike, coordinates with the Safety Patrol Coordinator to determine Waypoints and street crossings requiring Waypoint guides, and works with the Registrar to assign participating Units’ volunteers to the Safety Patrol and Shuttle Vehicle Coordinators. On the day of the hike, the Deputy Hike Coordinator (PM) is the Acting Hike Coordinator from noon to 5:00 PM on Hike Saturday. Resolves any issues during the afternoon of the hike, and monitors Support Stops via phone. Keeps all Unit permission slips and health forms during the afternoon of the hike. Records all Support Stop and Waypoint shutdowns, and all finishing Units until the hike ends at 5:00 PM, on the Closeout Master Sheets. Serves as the Support Stop Captain (PM) for this location, and coordinates the breakdown, cleanup, and closure of the hike end location after all 40km hikers have returned. Returns all permission slips, health forms and closeout sheets to the Hike Coordinator within one week of the hike.

**Support Stop Captains (4 positions)**

The Support Stop Captain is responsible for all aspects of the Support Stop’s operation: the equipment, set-up, supplies (food, drink, first aid), direction of adult volunteers, check-in/check-out logs, and breakdown of the Support Stop. Prior to the hike, the Support Stop Captain works with the Deputy Hike Administrator (AM) to review the Support Stop locations, Support Stop set-up and operation guide, and Support Stop schematic, and to assign positions to adult volunteers for operation of the Support Stops. The Support Stop Captain is also responsible for contacting the Shuttle Vehicle Coordinator to pick-up Scouts/adults in case of emergency, who have quit the hike at the Support stop (typically very few), or who have been pulled from the hike for failure to hike at the minimum required pace (4km/hour). The Support Stop Captain (AM) at Fort Hunt Park hands responsibilities (including hiker check-in/check-out logs) to the Support Stop Captain (PM) in person, and informs him/her of any on-going or developing issues.

Support Stop Captains are required for each of the three Support Stops:

 Support Stop Role Location

Support Stop #1 Captain (AM) Fort Hunt Park
Support Stop #1 Captain (PM) Fort Hunt Park
Support Stop #2 Captain Belle Haven Park
Support Stop #3 Captain National Harbor

Support Stops #1 and #2 aid hikers on their return trip in the afternoon; at the midpoint of the hike, Support Stop #3 operates from mid-morning to early afternoon.

**Safety Patrol Coordinator**

Prior to the hike, the Safety Patrol Coordinator ensures that each Unit’s hike leader has a permission slip and health form for each hiker. The Safety Patrol Coordinator works with the Deputy Hike Coordinator (PM) to determine Waypoints and street crossings requiring Waypoint guides (e.g., Explorer Post safety volunteers), and works with the Registrar to assign participating Units’ volunteers to the Safety Patrol. S/he coordinates personnel for Waypoints, street crossings, Tail-End Charlies (pair of adult hikers who are the last hikers— “safety sweeps”—on the hike), and bicycle patrols. On the day of the hike, the Safety Patrol Coordinator monitors the safety of the hike from noon until the last hiker signs out.

**Registrar**

The registrar is responsible for the design of the CAT-40 registration page (i.e., Black Pug) to ensure that it captures the required registration information for all hike participants, adult volunteers and Unit hike leaders. The registrar provides a roster of hikers, adult volunteers and Unit hike leaders to the key volunteers before the hike, and on the day of the hike these rosters are used for check-in/check-out sheets at morning check-in, Support Stops and the hike end. On the day of the hike, the registrar receives all Unit permissions slips and health forms from the Unit hike leaders during check-in. The registrar monitors the safety of the hike from check-in until noon, and hands responsibilities (including the rosters, permission slips and health forms) to the Safety Patrol Coordinator in person, and informs him/her of any on-going or developing issues.

**Communications Coordinator**

The Communications Coordinator promotes the CAT-40 within the Colonial District and the National Capital Area Council. At the Council level, s/he ensures that the hike is promoted through relevant committees (e.g., High Adventure, VOA) and related events (e.g., V3 Hike-o-ree), as well as Council media (Council website, *Scouting Digest* and Capital Comments).

**Shuttle Vehicle Coordinator**

The Shuttle Vehicle Coordinator ensures that an adult volunteer pair (two-deep leadership) is available with a vehicle (ideally an SUV or mini-van) to pick-up Scouts/adults in case of emergency, who have quit the hike at a Support Stop (typically very few), or who have been pulled from the hike for failure to hike at the minimum required pace (4km/hour). Shuttle Vehicle volunteers assist at a Support Stop when not shuttling Scouts/adults, and can “make a run” to purchase additional supplies for the Support Stop if supplies are running low with many hikers yet to arrive.