

## Roles for Program Planning Director

- Assures all program activities are coordinated with Marjorie Thomas
- Maintains a master calendar for events timing and general resources needed for each
- Helps to assure events don't conflict.
- Supports event planning, staffing, and attracting volunteers
- Promotes park volunteering and shares awareness of upcoming event dates
- Promotes on-going programs such as keeping pets on a leash, picking up after pets, staying on the trails, protecting flowers, insects, wildlife, etc.
- Helps to develop new programs and retire old ones
- Trail Club Archivist
- Guided tours to include Staff Rides
- Substitute for Visitor Center Desk