

AOA Volunteer Position General Descriptions

Position postings and descriptions will clearly set out responsibilities of the positions and will indicate any screening requirements.

AOA Board Members Descriptions

(Details in Bylaws, Article 5.2.2.1)

President

The President is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include planning, organizing, directing and controlling the Association operational activities to ensure the best results for the members. The Executive Director (ED) reports to the President. The President conducts the annual performance review of the ED, and an exit interview when the ED leaves, usually with one other Board member.

This position requires a Police Information Check.

Secretary

The Secretary is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include recording minutes of all board meetings and making the minutes available to all board members. **This position requires a Police Information Check.**

Treasurer

The Treasurer is an Officer of AOA and as such has signing authority for legal AOA documents. Responsibilities include implementing financial policy as agreed by the AOA Board, monitoring banking activity and finances of the Association, preparing a budget in association with other members of the Board and preparing accounts for audit. **This position requires a Police Information Check.**

Skills Development

The VP Skills Development is responsible for overseeing and coordinating AOA's responsibilities in the areas of coaching, team selections, training for adults and juniors; including the AOA's share of the organization of the annual training camp, and the development of Team Alberta. There is a [Terms of Reference for a Team Alberta Committee](#).

This position requires a Police Information Check, including a Vulnerable Sector Search if working in a supervisory role with minors.

Mapping

The VP of Mapping is responsible for planning and coordinating mapping activities within the province of Alberta, but not including those areas under jurisdictions of local clubs (e.g. EIOC and FWOC). Try to include at least one EIOC rep and one FWOC rep on a mapping committee. **This position requires a Police Information Check.**

Past President (de facto member of the board)

Chairs the nominating committee; Acts as an advisor to the President and Board; Carries out other duties assigned by the Board. **This position requires a Police Information Check.**

Member at Large

No specific role – takes on tasks as needed.

This position requires a Police Information Check.

[AOA Event and Program Volunteers](#)

Orienteering events:

Generally, at orienteering events (Competitions, Wednesday night club events etc.) volunteers do not work with minors in a supervisory role. The parents/ guardians of the minors are responsible for supervising their own children.

Youth programs: At youth programs/camps/ youth training events that require participants to register, the volunteers **are in contact with minors in supervisory roles** meaning they are responsible for supervising the children's activities without the parent's/guardian's presence.

Volunteer Coaches

Coaches are responsible for planning, organising and delivering an appropriate range of sports activities and programs for individuals and groups. Typical responsibilities include: developing training programs, undertaking administrative tasks, and teaching relevant skills, tactics and techniques. Generally the head coach is responsible for identifying strengths and weaknesses, monitoring and enhancing performance by periodization and training plan design, ongoing encouragement, constructive feedback and competition support. Assistant coaches are responsible for supporting the head coach with program supervision, organization and delivery.

Coaches in leadership roles need to obtain training through the [NCCP Coaching Certification](#) system. Time commitment and the role's details vary for the different programs.

This position requires a Police Information Check, including a Vulnerable Sector Search.

Assistant coaches who are not in leadership roles and are supervised by other coaches **must complete the Adult Volunteer Waiver or the Youth Volunteer Agreement.**

Event Officials

All volunteers who are event officials have leadership roles. Event officials give instructions to and oversee the work of other volunteers and may be charged with ensuring the safety of event participants. They require adequate training and certification to meet the requirements of their role. Detailed Event Official's responsibilities and requirements are outlined in the [Officials Certifications System](#). Time commitment and the role's details can vary for each event. **Must complete the Adult Volunteer Waiver if working in a supervisory role with minors.**

Event and program volunteer - General support

Anyone who aides in the organization and delivery of an event or program in any capacity that doesn't require any certification or previous training is considered to provide general volunteer support. These volunteer roles may be event or program specific and will be explained at the event or program location, or in advance, by a volunteer supervisor/event official/coach (Examples: registration desk, hospitality, timing, group training / youth activities supervision, course marshals, or sport specific roles such as control hanging and collecting.) Time commitment and the role's details can vary for each event. **Must complete the Adult Volunteer Waiver or the Youth Volunteer Agreement if working in a supervisory role with minors.**

Parent Helpers- General support

No orienteering experience necessary. You must be a parent of one of the kids in the group you are helping. Time commitment is the duration of the youth program from one to all sessions. Accompany your child's coaching group. With the help of brief instructions help the coach guide the kids through simple tasks and round up any stragglers and keep the group together. **Must complete the Adult Volunteer Waiver.**

Sport specific- General support

Below are some specific job roles which require sport specific knowledge. **These roles only require screening (or Adult Volunteer Waiver or Youth Volunteer Agreement) if they are associated with a youth program where no parental supervision is required for the participants who are minors.**

Event Organiser

Experience: A couple of years orienteering experience and qualified officials O100 or work with a mentor.

Time Commitment: Course planning needs to be completed in advance of the event as well as a few other tasks. Otherwise, need to be there for the event.

Summary: This is the chief. Plan the courses, bring the equipment, co-ordinate with the various helpers. Benefits: Course planning is a great way to improve your orienteering. You make the effort and get the credit.

Control Hanging

Experience: A good intermediate level orienteer

Time Commitment: About one hour before the event to be agreed with the head coach/event organiser.

Summary: Arrive early to help the head coach and/or organiser put out all the controls before the event starts. You must be able to place controls accurately.

Benefits: A perfect opportunity to practise detailed map reading

Control Pickup

Experience: A beginner orienteer – should have been on an orienteering course a few times and be familiar with an orienteering map (need to be able to find controls, but not necessarily the advanced ones)

Time Commitment: Approximately 30 minutes from the end of the event

Summary: Go out to pick up some of the controls as directed by the event organiser/head coach. Can be easier or more difficult controls as the task is typically done by 2-4 people.

Benefits: This is an excellent way to get more orienteering practice or simply enjoy the park at a more leisurely pace. Can also go as a group or family.

Registration Chief

Experience: Should have worked on the registration desk a couple of times as an assistant

Time Commitment: About one hour or as agreed with the event organiser

Summary: Be in charge of the registration desk and help the registration assistants learn the ropes. Possibly arrive a bit earlier to set up the desk, if needed (pre-arrange with the organiser). Stay to the end of the event to ensure there are no lost orienteers. You may arrange to go on a course once most people have registered if the organiser can manage the desk while you are out.

Benefits: A great way to meet other club members. The registration table is the main point of contact for newcomers and oldcomers alike. You will also get to know the people you are working with – it is a team role.

Registration Assistant

Experience: None

Time commitment: You will need to arrive ready to help half an hour before the event

Summary: Help run the registration desk under the supervision of the 'registration chief'. You will be greeting participants, taking money, ensuring the appropriate forms are filled correctly.

Benefits: Get to know other club members old and new. No orienteering experience necessary. Get a friend to sign up with you, and you can work together. This is a team task.

Timing Assistant

Experience: No orienteering experience necessary. You should be comfortable working with computers and with excited/tired participants. Specific instructions will be available on the night or shadow someone else the week before to see how it is done.

Time commitment: Be prepared to work at least for 1-2 hours. If you are happy to forego running a course helping for longer would be much appreciated

Summary: Help participants download their SI sticks to the splits printer and computer for results. Ensure that the download had been successful. Be prepared to listen to participants who often have much to say after their run. You are often the first point of contact; however, it is not your job to deal with any issues they may have had finding controls etc. direct them to a coach, parent, or organiser if they need to discuss anything in detail.