



Event Manager - Board Member

Climbing Resource Advocates for Greater Sacramento

Climbing Resource Advocates for Greater Sacramento (CRAGS) Mission Statement:

The Climbing Resource Advocates for Greater Sacramento (CRAGS) is a volunteer run 501(c)(3) non-profit organization protecting access to Northern California climbing areas, advocating for climbers' interests, constructively addressing the concerns of landowners and other land users, and working to keep climbing areas clean, safe, and healthy.

Position Summary:

As the event manager for CRAGS you'll be tasked with helping us plan, prepare for, and execute events. Our events vary from trail building-focused Adopt-a-Crags to socially-focused events like "Bad Climbing Movie Night".

Key Responsibilities and Duties:

- Identify volunteers to act as event team leaders
- Plan event day and flow
- Coordinate with land management agency to ensure work is approved
- Identify budget requirements and communicate them to the rest of the board
- Work with the treasurer to procure necessary licenses, insurance, etc.
- Work with the Community Development team to drive attendance to the event
- Work with Social Media and Email Communications managers to advertise event
- Develop and maintain emergency plans for events
- Facilitate yearly events such as Reel Rock, Trail Days
- Copartner with other board members to execute volunteer coordination for day or event

Qualifications:

- Previous experience running medium-sized events preferred (30 to 60 attendees)
- An interest in preserving and improving Sacramento/Tahoe climbing areas
- Ability to communicate budget requirements to the treasurer
- Comfortable communicating with land management agencies
- General understanding of the type of work that is done at our Adopt-A-Crag events (trail building, erosion control, graffiti removal, trash/glass removal)
- Strong organizational and planning skills

Time Commitment:

- 1 year commitment to position
- A consistent commitment of 3 to 7 hours per week is expected
- Attendance at monthly board meetings - 1.5 to 2 hours per month
- During very busy times of the year or when this position is overseeing a CRAGS sponsored event, the time commitment could be as high as 10 hours per week