

## **Snowshoe Hike Coordinator**

### **Job Description**

Sleeping Bear Dunes National Lakeshore Interpretive Division conducts snowshoe hikes for school groups in the winter. The Friends has received grants during the past two years to pay for transportation costs for these schools. The Snowshoe Hike Coordinator works with SLBE Interpretive Rangers and a Friends ad-hoc committee to determine how grant funds will be allotted to schools. The coordinator then works with the Friends bookkeeper when transportation invoices are received to assure that the schools actually attended, and to address any invoice discrepancies before invoices are paid by the bookkeeper.

### **Required Experience**

Communication skills  
E-mail

### **Required Training**

None

### **Time Commitment**

November – 5 hours for planning

December through March – 1 hour per week