



Trip Director

Board Member Job Description

The club is looking for a **Trip Director** to join the club's board of directors.

This **volunteer** oversees all aspects of WPTC's tradition of an annual Fall weekend group tennis trip. The primary goal is to create and organize a fun and affordable weekend tennis get-away focused on playing tennis, while allowing time for participants to get to know each other better.

Job Duties:

- Planning all aspects and attending the club's annual Fall group trip, traditionally held the first weekend after Labor Day. Must be present for the entire duration of the trip (minimum of Friday – Sunday).
- Manage event budget
 - All expenses associated with the event will be paid for by WPTC.
 - Coordinate with WPTC Treasurer to get expenses paid or reimbursed.
- Work with resort/facility to...
 - Identify/define event dates and contract group rate for lodging
 - Secure reservation of courts
- Define pricing, inclusions and exclusions
- Promote the event, including input on the communication plan (in collaboration with website manager)
- Field questions from interested participants
- Recruit volunteers to assist you (optional)
- Purchase necessary supplies for the weekend, including...
 - Tennis balls, beverages and snacks, paper goods
 - Participant gift (optional)
- Order and coordinate catered lunch for Saturday
- Communicate with participants, including...
 - weekend agenda/itinerary
 - directions
 - rules/guidelines
- Create the on-court schedule (aka "draw") ...assistance is available if needed
- Manage and oversee weekend activities, including...
 - Transporting supplies from Denver to weekend destination
 - Managing volunteers (if applicable)
 - Welcoming participants at the host suite
 - Communicating/facilitating on court schedule
 - Setting up drinks & snacks in host suite and court side
 - Taking photographs

Benefits:

- **Complimentary Annual Individual WPTC Membership**
- Complimentary lodging and tennis for the duration of the weekend trip
- Get to know fun and interesting people
- Hone your organizational skills
- Give back to the tennis community

Get involved today -- join the WPTC Board as the Trip Director!

[Contact the WPTC President](#) for more information or to be considered for the position.

