

Journalist Director

Plan, organize, and write content to promote ski/snowboard events throughout the Winter season.

Journalist Director

Qualifications:

- Must be a University of Wisconsin-Madison Student
- Have a desire to write consistently about events and interesting topics on skiing/snowboarding

The Hooper Ski & Snowboard Club Executive Board's Responsibilities to the Organization

- Understand and sign the Hooper Ski & Snowboard Club Position Agreement
- Complete the Hooper Leader Information Sheet
- Attend all Ski & Snowboard Executive Board weekly meetings and special sessions
- Positively represent the Ski & Snowboard Club to the Wisconsin Union, University and University Community
- Plan and implement content to be posted on the SnS website
- Dedicate the required (position specific) amount of time to the annual Resale
- Participate in any and all officer training sessions approved by the Executive Board
- Become familiar with all club resources, forms, and contracts in the Outdoor UW Office
- Maintain an organizational system for all information related to your department
- Write a comprehensive timeline of responsibilities for your position to be turned over to the new position holder in April
- Revise/update your position manual and/or materials as necessary throughout your term
- Update your job description prior to the end of your term
- Maintain and update an inventory list of all capital equipment within your department

Position Responsibilities:

- Attend all Ski & Snowboard Club Executive Officer weekly meetings
- Dedicate 10 hours in late November through the first weekend in December to the annual Resale
- Attend or touch base with directors for all events to write up content for SnS blog.
- Represent the Ski & Snowboard Club to the Wisconsin Union, University, and University Community
- Be informed about all club events, times, dates, locations, and special information.
- Work with marketing director, social media director, webmaster, and other executives to promote content.
- Create a monthly newsletter to send out to SnS general members.
- Create a monthly newsletter to send out to alumni (include fundraising copy for some of these newsletters to promote donations).

Voting:

- A voting member of the Hooper Ski & Snowboard Executive Board Benefits:
- \$13 membership to the Ski & Snowboard Club
- Resume builder: the club has an annual budget which exceeds \$600,000
- Meet other skiers and boarders
- Necessary experience in leading groups and interaction with others
- Make numerous contacts in the Ski & Snowboard community and Madison Community

Accountability

The Journalist Director is accountable to the Hooper Ski & Snowboard Club's Constitution and Bylaws, the Ski & Snowboard Club President, Hooper Council, The Wisconsin Union, and the University of Wisconsin-Madison.

Time Commitment (hours per week)

Meetings 2

Resale 15

- There are times during the year that will be busier than others. Some weeks will be heavy to push content out both at the beginning of semesters. Prepare content in advance and plan when to release blogs/newsletters.

Key Resources

- Stephanie Webendorfer (marketing for the Union). Jill Griffis (SnS advisor)