



Volunteer Job Descriptions



Warriors and Quiet Waters Foundation

351 Evergreen Drive, Suite A

Bozeman, MT 59715

(406) 585-9793

WarriorsAndQuietWaters.org

Table of Contents

Companion	3
Driver	5
Fly Fishing 101 Companion	7
Fly Tying and Casting Instructor	9
Moms and Cooks	11
Ranch Ghillie	14
Ranch Host	16
Support Crew	19
Team Leader / Assistant Team Leader	21

Questions? Please Contact:

Emily Sather
Community Engagement Manager
Email: volunteers@warriorsandquietwaters.org
Office Phone: (406) 585-9793

Companion

Purpose: Provide support and camaraderie to warriors and fellow volunteers throughout a 5- or 6-day Fishing Experience. Contribute to a positive environment for all. Ensure all warriors feel comfortable and welcome.

“The Companion is the conduit to civilian life.”

–SGT Michael MacLeod



Location:

- ✓ Unless directed otherwise, operations will be based out of Quiet Waters Ranch
- ✓ Various fishing locations including and not limited to the Gallatin, Madison, and Paradise Valleys

Time Commitment: The level of commitment is high throughout a Fishing Experience. Requires availability 8AM-8PM, Monday-Friday.

Key Responsibilities:

- ✓ Keep safety at the forefront of all decisions.
- ✓ Transportation needs including safely driving warrior(s) to and from airport; attending meals; supporting the overall warrior experience.

Requirements:

- ✓ This is a physically demanding job. Must be comfortable walking on uneven terrain, getting in and out of a drift boat, helping a warrior navigate terrain if necessary.
- ✓ Must be punctual – better yet, early!
- ✓ Must be a team player, motivated and able to follow directions; Must adhere to Sequence of Events (SOE) and driving directions provided.
- ✓ Must be motivated to ask questions if something remains unclear.
- ✓ Thoughtful and respectful communicator with program participants, fellow volunteers, and staff. *Preference to those who display a high-level of self-awareness, empathy, good listening skills, and a service-oriented attitude.*
- ✓ Must have a valid, state issued drivers license. *Must provide photocopy of drivers license.*
- ✓ Must have valid car insurance policy with minimum coverage of: \$100,000 per person / \$300,000 per accident / \$100,000 property damage. *Must provide photocopy of insurance policy outlining mandatory minimum coverage.*
- ✓ Neither military nor fishing experience is required.
- ✓ Let the guide be the guide. Do not undermine guide’s role by correcting or directing warrior’s fishing technique. It makes for an uncomfortable dynamic – thanks for understanding.

- ✓ Minimum of 25 years of age.
- ✓ Adhere and agree to the information and policies outlined in the Volunteer Handbook.
- ✓ Provide clean, fully fueled, reliable vehicle.
- ✓ For experiences based out of Quiet Waters Ranch, Companions are responsible for their own sleeping accommodations. Please let Emily know if this is a barrier to your ability to volunteer.

Training:

- ✓ Attend one new volunteer orientation at the WQW office prior to your first year of volunteer service. Accommodations will be made for out of town volunteers.
- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of required courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.

Uniform: The following items will be provided to you at the beginning of the season.

Volunteers are required to wear the following while volunteering:

- ✓ Name Tag
- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Volunteers must provide their own sunglasses and appropriate clothing for inclement weather.

Volunteer Benefits:

- ✓ Volunteers consistently say that they receive just as much, if not more, than the warriors they “serve” on an FX.
- ✓ Volunteering should be fun!
- ✓ You will meet new people who also believe in a shared cause and purpose.
- ✓ Most meals provided.

Primary Contact before the FX:

Emily Sather, Community Engagement Manager

Office: (406) 585-9793

Email: volunteers@warriorsandquietwaters.org

Primary Contact during the FX:

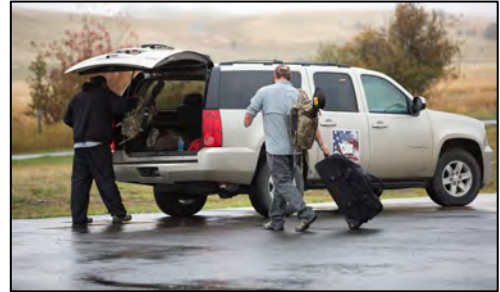
1. The Volunteer Team Leader (Varies by FX)
2. The Volunteer Assistant Team Leader (Varies by FX)

Driver

Purpose: Ensure safe transportation of participants throughout a Fishing Experience (FX). Drivers are primarily needed on Couples and Alumni FXs.

Location:

- ✓ Unless directed otherwise, operations will be based out of Quiet Waters Ranch.
- ✓ Various fishing locations including and not limited to the Gallatin, Madison, and Paradise Valleys.



Time Commitment: The level of commitment is high throughout a Fishing Experience.

Key Responsibilities:

- ✓ Keep safety at the forefront of all decisions.
- ✓ Transportation needs including safely driving warrior(s) to and from airport on the first and last day of the FX; to and from fishing locations; attending meals; supporting the overall warrior experience.

Requirements:

- ✓ This can be a physically demanding job. Must be comfortable walking on uneven terrain and assisting warriors and their gear as needed. *Must be comfortable lifting 50 pounds.*
- ✓ Must be punctual – better yet, early!
- ✓ Be comfortable driving a 10-person vehicle (van and suburban). Be familiar with driving routes including and not limited to the Gallatin, Madison, and Paradise Valleys. Preference is given to volunteers who live within the Gallatin Valley region at least seasonally.
- ✓ *When transporting participants, must adhere to Sequence of Events (SOE) and driving directions provided.*
- ✓ Must have a valid, state issued drivers license. *Must provide photocopy of drivers license.*
- ✓ Minimum 25 years of age with a clean driving record. Must have valid car insurance policy with minimum coverage of: \$100,000 per person / \$300,000 per accident / \$100,000 property damage. *Must provide photocopy of insurance policy outlining mandatory minimum coverage.*
- ✓ Thoughtful and respectful communicator with program participants, fellow volunteers, and staff. Preference to those who display a high-level of self-awareness, empathy, good listening skills, and a service-oriented attitude.
- ✓ Must be a team player and able to follow directions. Must be motivated to ask questions if something remains unclear.
- ✓ Neither military nor fishing experience is required.

- ✓ Adhere and agree to the information and policies outlined in the Volunteer Handbook.

Training:

- ✓ Attend one new volunteer orientation at the WQW office prior to your first year of volunteer service. Accommodations will be made for out of town volunteers.
- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of required courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.
- ✓ Must drive routes as outlined by Director of Operations prior to Fishing Experience.

Uniform: The following items will be provided to you at the beginning of the season.

Volunteers are required to wear the following while volunteering:

- ✓ Name Tag
- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Volunteers must provide their own sunglasses and appropriate clothing for inclement weather.

Volunteer Benefits:

- ✓ Volunteers consistently say that they receive just as much, if not more, than the warriors they “serve” on an FX.
- ✓ Volunteering should be fun!
- ✓ You will meet new people who also believe in a shared cause and purpose.
- ✓ Meals provided.

Primary Contact before the Fishing Experience:

Emily Sather, Community Engagement Manager

Office: (406) 585-9793

Email: volunteers@warriorsandquietwaters.org

Primary Contact during the Fishing Experience (FX):

1. The Volunteer Team Leader (Varies by FX)
2. The Volunteer Assistant Team Leader (Varies by FX)

Fly Fishing 101 Companion

Purpose: To support a warrior's experience while their spouse is learning the fundamentals of fly fishing with a professional guide.

Location: A private pond located in the Gallatin or Paradise Valleys. Location varies by Fishing Experience (FX).



Time Commitment: One Tuesday from approximately 8AM-5PM

Key Responsibilities:

- ✓ Assist warrior with knots, basic fishing techniques, fly selection, casting, and landing fish. Ensure proper catch and release technique.
- ✓ Bring tippet, strike indicators, hemostats/nippers, weights, and a long-handled landing net.
- ✓ Must be punctual, light hearted, supportive, and welcoming.
- ✓ Must keep safety at the forefront of your mind and the warrior experience.
- ✓ Have a working cell phone on hand.

Requirements:

- ✓ Thoughtful and respectful communicator with program participants, fellow volunteers, and staff. Preference to those who display a high-level of self-awareness, empathy, good listening skills, and a service-oriented attitude.
- ✓ *Must be comfortable walking on uneven terrain and have comprehensive knowledge of fly fishing technique.*
- ✓ Minimum 21 years of age.
- ✓ Adhere and agree to the information and policies outlined in the Volunteer Handbook.

Training:

- ✓ Attend one new volunteer orientation at the WQW office prior to your first year of volunteer service. Accommodations will be made for out of town volunteers.
- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of required courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.

Uniform:

The following items will be provided to you at the beginning of the season. Volunteers are required to wear the following while volunteering:

- ✓ Name Tag

- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Volunteers must provide their own sunglasses and appropriate clothing for inclement weather.

Volunteer Benefits:

- ✓ Volunteers consistently say that they receive just as much, if not more, than the warriors they “serve” on an FX.
- ✓ Volunteering should be fun!
- ✓ You will meet new people who also believe in a shared cause and purpose.
- ✓ Lunch is provided.

Primary Contact Before the Fishing Experience:

Emily Sather, Community Engagement Manager

Office: (406) 585-9793

Email: volunteers@warriorsandquietwaters.org

Primary Contact during the Fishing Experience (FX):

Lawrence Stuemke, Director of Operations

Fly Tying and Casting Instructor

Purpose: Teach basic fly tying and/or casting skills to warriors on the Tuesday evening of a Fishing Experience (FX).

Location: Quiet Waters Ranch, unless directed otherwise.

Time Commitment: The Tuesday of a Fishing Experience (FX), approximately 4:30PM-8:30PM

Key Responsibilities:

- ✓ Teach basic fly tying and/or casting to participants
- ✓ Set up and take down fly tying class equipment
- ✓ Be light hearted & fun!

Qualifications:

- ✓ Thoughtful and respectful communicator with program participants, fellow volunteers, and staff. Preference to those who display a high-level of self-awareness, empathy, good listening skills, and a service-oriented attitude.
- ✓ Minimum 21 years of age.
- ✓ Adhere and agree to the information and policies outlined in the Volunteer Handbook.

Training:

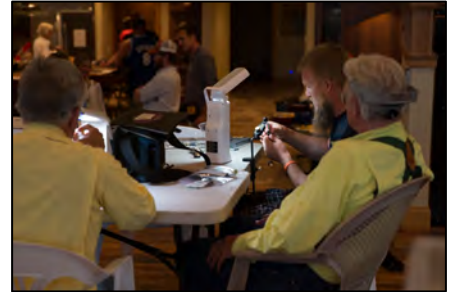
- ✓ Attend one new volunteer orientation at the WQW office prior to your first year of volunteer service. Accommodations will be made for out of town volunteers.
- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of suggested courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.

Volunteer Benefits:

- ✓ Volunteers consistently say that they receive just as much, if not more, than the warriors they “serve” on an FX.
- ✓ Volunteering should be fun!
- ✓ You will meet new people who also believe in a shared cause and purpose.
- ✓ Dinner is provided.

Uniform:

The following items will be provided to you at the beginning of the season. Volunteers are required to wear the following while volunteering:



- ✓ Name Tag
- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Volunteers must provide their own sunglasses and appropriate clothing for inclement weather.

Primary Contact:

Emily Sather, Community Engagement Manager in conjunction with Lawrence Stuemke,
Director of Operations

Office: (406) 585-9793

Email: volunteers@warriorsandquietwaters.org

Primary Contact during the Fishing Experience (FX):

1. The Volunteer Team Leader (Varies by FX)
2. The Volunteer Assistant Team Leader (Varies by FX)

Moms and Cooks

Purpose: Provide delicious, home-style meals for warriors, volunteers, staff, and occasionally donors, during a 5- or 6-day Fishing Experience (FX). Ensure meals are prepared and ready in adherence to Sequence of Events and in coordination with Team Leader and Assistant Team Leader. During most programs, Cooks and Moms work in teams of four to prepare meals throughout the week. *Of the team of four, one person must be designated as “Head Mom” or “Head Cook.”*



Location: Unless directed otherwise, all cooking operations and meals will be based out of Quiet Waters Ranch

Time Commitment: The level of commitment is extremely high throughout a Fishing Experience.

Key Responsibilities:

- ✓ Making all program participants feel at home, welcome, and safe during their stay at Quiet Waters Ranch.
- ✓ Meal planning, shopping, and food preparation for a minimum of twelve meals for between 15-30 people.
- ✓ When possible, WQW encourages volunteers to assemble their own teams of 4 knowing that the dynamic created in the kitchen translates directly to the warrior experience.

Example of Meals that Moms and Cooks provide on a 6-day program:

MON	TUES	WED	TH	FRI	SAT
---	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast (to go)
Lunch	-----	-----	-----	-----	-----
Snacks	Post-Fishing Snacks	Post-Fishing Snacks	Snacks	Post-Fishing Snacks	-----
Dinner	Dinner	BBQ Dinner	Dinner	Sayonara Dinner	-----

Requirements:

- ✓ This is a physically demanding job. Must be comfortable standing for long periods of time.

- ✓ Must be a team player, motivated and able to follow and provide clear directions. Must ensure all meals are prepared in a timely fashion in adherence to Sequence of Events (SOE) and food safety policies and procedures.
 - The Head Mom/Head Cook is responsible for direct communication with Team Leader and Assistant Team Leader to plan and execute meals according to the Schedule of Events.
- ✓ Must be motivated to ask questions if something remains unclear.
- ✓ Thoughtful and respectful communicator with program participants, fellow volunteers, and staff. Preference to those who display a high-level of self-awareness, empathy, good listening skills, and a flexible, service-oriented attitude.
- ✓ *Must be adaptable and friendly. The tone set in the kitchen permeates through the entire group. If the moms are stressed, the group is stressed!*
- ✓ Mindful of food purchases and use to limit food waste, remain in budget; adhere to food safety best practices.
- ✓ Minimum of 21 years of age.
- ✓ Adhere and agree to the information and policies outlined in the Volunteer Handbook.

Training:

- ✓ Attend one new volunteer orientation at the WQW office prior to your first year of volunteer service. Accommodations will be made for out of town volunteers.
- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of required courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.
- ✓ If possible, coordinate with Volunteer Manager to visit Quiet Waters Ranch prior to your volunteer service in order to become familiar with kitchen and receive answers to questions regarding meal planning. Coordinate directly with volunteer manager.

Volunteer Benefits:

- ✓ Volunteers consistently say that they receive just as much, if not more, than the warriors they “serve” on an FX.
- ✓ Volunteering should be fun!
- ✓ You will meet new people who also believe in a shared cause and purpose.
- ✓ Home cooked meals create the family-like atmosphere, a core component of WQW’s programs.
- ✓ On-site housing is provided for moms and cooks. All meals provided.

Uniform: The following items will be provided to you at the beginning of the season.

Volunteers are required to wear the following while volunteering:

- ✓ Name Tag

- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Primary Contact before the Fishing Experience:

Emily Sather, Community Engagement Manager

Office: (406) 585-9793

Email: volunteers@warriorsandquietwaters.org

Head Mom or Head Cook: Primary Contact during the Fishing Experience (FX):

1. The Volunteer Team Leader
2. The Volunteer Assistant Team Leader

Assistant Moms and Cooks: Primary Contact during the Fishing Experience (FX):

1. The Head Mom

Ranch Ghillie

Ghillie is a Scottish term for someone who acts as an attendant on a fly fishing expedition.

Purpose: To monitor and assist participants in fishing techniques, basic entomology, fly selection, casting, catch and release.

Location: Quiet Waters Ranch

Time Commitment: Thursday of a Fishing Experience, approximately 9AM-8PM

Key Responsibilities:

- ✓ Assist warrior with knots, basic fishing techniques, fly selection, casting, and landing fish. Ensure proper handling fish handling.
- ✓ Bring tippet, strike indicators, hemostats/nippers, weights, and a long-handled landing net
- ✓ Must be punctual, light hearted, supportive, and welcoming.
- ✓ Must keep safety at the forefront of all decisions.
- ✓ Have a working cell phone on hand.

Qualifications:

- ✓ Thoughtful and respectful communicator with program participants, fellow volunteers, and staff. Preference to those who display a high-level of self-awareness, empathy, good listening skills, and a service-oriented attitude.
- ✓ *Must be comfortable walking on uneven terrain and have comprehensive knowledge of fly fishing technique.*
- ✓ Minimum 21 years of age.
- ✓ Adhere and agree to the information and policies outlined in the Volunteer Handbook.

Training:

- ✓ Attend one new volunteer orientation at the WQW office prior to your first year of volunteer service. Accommodations will be made for out of town volunteers.
- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of suggested courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.

Volunteer Benefits:

- ✓ Volunteers consistently say that they receive just as much, if not more, than the warriors they “serve” on an FX.
- ✓ Volunteering should be fun!



- ✓ You will meet new people who also believe in a shared cause and purpose.
- ✓ Meals will be provided

Uniform:

The following items will be provided to you at the beginning of the season. Volunteers are required to wear the following while volunteering:

- ✓ Name Tag
- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Volunteers must provide their own sunglasses and appropriate clothing for inclement weather.

Primary Contact

Emily Sather, Community Engagement Manager in conjunction with Lawrence Stuemke,
Director of Operations

Office: (406) 585-9793

Email: volunteers@warriorsandquietwaters.org

Primary Contact during the Fishing Experience (FX):

1. The Volunteer Team Leader (Varies by FX)
2. The Volunteer Assistant Team Leader (Varies by FX)

Ranch Host

Purpose: To work in conjunction with the Facilitator to serve as primary volunteer support person throughout a Coaching Experience (CX), providing thoughtful execution and support of warrior, volunteer, guide, and fishing logistics during a Coaching Experience. The primary purpose of a CX is to, 1.) Facilitate a warrior experience that establishes a solid foundation and working relationship between warrior and coach, 2.) Complete the learning objectives for warriors per Sequence of Events (SOE).



Location:

- ✓ Quiet Waters Ranch
- ✓ Various fishing locations, including and not limited to the Madison, Paradise or Gallatin Valleys

Time Commitment: The level of commitment and time requirement is high before and after the scheduled coaching sessions. During the scheduled coaching sessions the ranch Host may have downtime at the ranch.

Key Responsibilities:

At all times:

- ✓ Keep safety at the forefront of all decisions
- ✓ Open and direct communication with Facilitator, Coaches, Director of Operations (DO), Director of Warrior Services (DWS), Community Engagement Manager, volunteer moms/cooks, and guides
- ✓ To support the Facilitator in execution of the Schedule of Events as provided. To direct questions to appropriate party if something remains unclear.

Before Coaching Experience (CX):

- ✓ Contact Head Mom/Cook to establish relationship as support person and answer questions minimum of three weeks prior to Fishing Experience
- ✓ Work closely with Facilitator and Director of Operations to become familiar with SOE including logistics, business and volunteer partners, and facilities
- ✓ Familiarize with event locations, transportation routes, safety protocols, and resources

During CX:

- ✓ Work closely with DO and Facilitator to ensure a seamless and safe experience for warriors, volunteers, and coaches

- ✓ Direct and thoughtful communication with moms/cooks to ensure meals are prepared and ready to serve on-time; engage with moms/cooks to promote a supportive, family-like atmosphere
- ✓ Clear, thoughtful, and supportive communication with program participants at all times to ensure safe, positive, and healing experience for all

Requirements:

- ✓ Excellent communication and leadership skills required
- ✓ Must have a calm and steady demeanor. The Host's attitude, in combination with the Facilitator, sets the tone for everyone else on the CX, including the warriors.
- ✓ Must be at team player, motivated, and able to follow – and provide – clear directions.
- ✓ Must be able to predict and respond to the logistical needs of program participants and volunteers as it relates to physical comfort, transportation, and Montana's unpredictable elements
- ✓ Prior experience as a WQW volunteer, multiple seasons.
- ✓ Must have a valid, state issued drivers license. *Must provide photocopy of drivers license.*
- ✓ Minimum 25 years of age with a clean driving record. Must have valid car insurance policy with minimum coverage of: \$100,000 per person / \$300,000 per accident / \$100,000 property damage. *Must provide photocopy of insurance policy outlining mandatory minimum coverage.*

Training:

- ✓ Attend one new volunteer orientation at the WQW office prior to your first year of volunteer service. Accommodations will be made for out of town volunteers.
- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of suggested courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.

Volunteer Benefits:

- ✓ The knowledge that you are contributing to a positive warrior experience.
- ✓ Volunteering should be fun!
- ✓ You will meet new people who also believe in a shared cause and purpose.
- ✓ Meals provided.

Uniform: The following items will be provided to you at the beginning of the season.

Volunteers are required to wear the following while volunteering:

- ✓ Name Tag
- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Volunteers must provide their own sunglasses and appropriate clothing for inclement weather.

Primary Contact:

Emily Sather, Community Engagement Manager

Office: (406) 585-9793

Email: volunteers@warriorsandquietwaters.org

Primary Contact during the Coaching Experience (CX):

1. Facilitator

Support Crew

Purpose: Ensure effective and safe operations including and not limited to Fly Fishing 101 and various needs throughout a Fishing Experience (FX)

Location:

- ✓ Quiet Waters Ranch
- ✓ Various Fly Fishing 101 locations, including and not limited to the Madison, Paradise and Gallatin Valleys

Time Commitment: The level of commitment and time requirement is high during, after, and in preparation for each Fishing Experience.

Key Responsibilities:

- ✓ Pick-up donated supplies from vendors; ensure ice and drinks are fully stocked and ready for FX.
- ✓ Safely transport, set up and take down all materials associated with Fly Fishing 101 operations including and not limited to: tents, tables, chairs.
- ✓ Support cooks/moms, Team Leader/Assistant Team Leader and Operations Director as needed.

Requirements:

- ✓ This is a physically demanding job. Must be able to comfortably lift 50 pounds.
- ✓ Must be a team player, motivated, self-starter, and able to follow directions.
- ✓ Must be an effective and direct communicator.
- ✓ Must be able to predict and respond to the logistical needs of program participants as it relates to physical comfort, Montana's unpredictable elements, keeping safety at the forefront of every decision.
- ✓ Thoughtful and respectful communication with local business partners, volunteers, staff, landowner partners, and warriors.
- ✓ Minimum 21 years of age.
- ✓ Must have a valid, state issued drivers license. *Must provide photocopy of drivers license.*
- ✓ Must have valid car insurance policy with minimum coverage of: \$100,000 per person / \$300,000 per accident / \$100,000 property damage. *Must provide photocopy of insurance policy outlining mandatory minimum coverage.*

Volunteer Benefits:

- ✓ Volunteers consistently say that they receive just as much, if not more, than the warriors they "serve" on an FX.
- ✓ Volunteering should be fun!



- ✓ You will meet new people who also believe in a shared cause and purpose.
- ✓ Lunch is provided.

Training:

- ✓ Attend one new volunteer orientation at the WQW office prior to your first year of volunteer service. Accommodations will be made for out of town volunteers.
- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of suggested courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.

Uniform: The following items will be provided to you at the beginning of the season.

Volunteers are required to wear the following while volunteering:

- ✓ Name Tag
- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Volunteers must provide their own sunglasses and appropriate clothing for inclement weather.

Primary Contact:

In conjunction with Lee Rimkus, Volunteer
Emily Sather, Community Engagement Manager
Office: (406) 585-9793
Email: volunteers@warriorsandquietwaters.org

Team Leader / Assistant Team Leader

Purpose: Works closely with Director of Operations and Community Engagement Manager to execute a 5- or 6-day Fishing Experience (FX), providing oversight and thoughtful execution of warrior, volunteer, guide, and fishing logistics.



Location:

- ✓ Unless directed otherwise, operations will be based out of Quiet Waters Ranch.
- ✓ Various locations in the Gallatin, Madison, and Yellowstone Valleys.

Time Commitment: The level of commitment and time requirement is extremely high in preparation for, during and after Fishing Experience.

Key Responsibilities:

At all times:

- ✓ Keep safety at the forefront of all decisions
- ✓ Open and direct communication with Director of Operations (DO), Director of Warrior Services (DWS), Community Engagement Manager (CEM), volunteers and guides.
- ✓ Adherence to logistics provided in playbook.

Before FX, in conjunction with Assistant Team Leader (ATL):

- ✓ Contact assigned volunteers (Companions, Drivers, Moms) to establish relationship as leader and support person minimum of two weeks prior to Fishing Experience. Answer questions.
- ✓ Work closely with DO to become familiar with playbook including logistics, business and volunteer partners, and facilities (estimated 8 hours)
- ✓ Familiarize with event locations, safety protocols and resources.

During FX, in conjunction with ATL:

- ✓ Work closely with DO and DWS to ensure a seamless and safe Fishing Experience for warrior participants and volunteers.
- ✓ Provide volunteers with direct and timely feedback to ensure personal growth and best warrior experience possible. Notify Community Engagement Manager of volunteer performance issues in a timely fashion.
- ✓ Direct and thoughtful communication with cooks/moms to ensure meals are prepared and ready to serve on-time.

After FX, in conjunction with ATL

- ✓ Provide Community Engagement Manager with summary of each volunteer's performance.

- ✓ Take recycling to recycling center.
- ✓ Return equipment to WQW office.

Requirements:

- ✓ Prior experience as a WQW volunteer, multiple seasons.
- ✓ Excellent communication and leadership skills required.
- ✓ Must have a calm and steady demeanor. The TL/ATL attitude sets the tone for everyone else on the FX, including the warriors.
- ✓ Must provide a clean, fully fueled vehicle.
- ✓ Must have a valid, state issued drivers license. *Must provide photocopy of drivers license.*
- ✓ Must have valid car insurance policy with minimum coverage of: \$100,000 per person / \$300,000 per accident / \$100,000 property damage. *Must provide photocopy of insurance policy outlining mandatory minimum coverage.*
- ✓ Must be a team player, motivated and able to follow - and provide - clear directions.
- ✓ Must be able to predict and respond to the logistical needs of program participants and volunteers as it relates to physical comfort, transportation, and Montana's unpredictable elements; keeping safety at the forefront of every decision.
- ✓ TL and/or ATL to remain on-site at QWR over night. Housing and meals are provided.

Training:

- ✓ Complete on-line PsychArmor training prior to volunteer experience. Volunteer Manager will provide link and list of suggested courses. PsychArmor is a free on-line resource that provides education and support for all Americans who work with, live with, or care for military service members, Veterans, and their families.

Uniform: The following items will be provided to you at the beginning of the season.

Volunteers are required to wear the following while volunteering:

- ✓ Name Tag
- ✓ WQW Fishing Shirt
- ✓ WQW Hat (if you wear a hat)

Volunteers must provide their own sunglasses and appropriate clothing for inclement weather.

Primary Contact:

In conjunction with Lawrence Stuemke, Director of Operations

Emily Sather, Community Engagement Manager

Office: (406) 585-9793

Email: volunteers@warriorsandquietwaters.org