

Pikes Peak Challenge Steering Committee Leadership Roles

The Pikes Peak Challenge (PPC) Steering Committee is a volunteer-based group which leads the planning and execution of [Pikes Peak Challenge](#), a fundraising event of the [Brain Injury Association of Colorado](#). PPC takes place annually the Saturday after Labor Day in Manitou Springs, Colorado.

The Committee is chaired by the Brain Injury Association of Colorado's Director of Development, who serves as the PPC's Event Director. The Committee meets virtually on the third Wednesday of each month at 5PM from April to August. All committee members are expected to be present on Challenge Day.

Interested parties can contact Event Director Zach Hudson, Zach@BIAColorado.org to apply.

Roles & Responsibilities

Park Coordinator - FILLED

- Park setup
- Ensure hiker registration is smooth and ready by 4:00 AM
- Ensure walker registration is smooth and ready by 9:30 AM
- Ensure shirts and medals are ready for distribution
- Ensure clear vendor and exhibitor communication prior to and on the day of the event (contact information provided by Event Director)
- Oversee cleanliness of park trash/recycle
- Set up and monitor food and drink, including alcohol, supply throughout the day
- Responsible for park pack up and clean up
- Challenge Day hours - 3:00 AM - 6:00 PM or until finished

Walk Coordinator - FILLED

- Coordinate walk start with park DJ
- Set up and break down the walk route, including sign placement, water and snack stations
- Check route for debris and barriers in the morning before the walk
- Ensure the safety of the trail for all participants, including those in a wheelchair, stroller or walker
- Ensure DJ has list of walkers
- Ensure each walker receives a medal
- Sweep route to ensure no walker is left behind
- Communicate with and provide placement for Walk Volunteers
- Challenge Day hours: 8:00 AM - 3:00 PM or until finished

Volunteer Coordinator - FILLED

- Responsible for Challenge Day Park volunteer coordination and assignments
- Recruit and assign all park volunteers

- Respond to volunteer inquiries and questions within 48 hours
- Ensure accurate volunteer contact information is filed
- Inform volunteers of their location and assignments prior to the event two weeks before Challenge Day, when possible
- Ensure smooth volunteer check in on Challenge Day
- Challenge Day hours: 7:00 AM - 7:00 PM

Trail Staff Coordinator - FILLED

- Recruit and assign volunteers to each aid station:
 - 3 minimum for No Name Creek
 - 4 minimum for Barr Camp
 - 4 minimum for A Frame
 - 4 minimum for 2 Mile
 - 4 minimum for 1 Mile
- Check in with all aid stations throughout the day of the event
- Keep a list of hiker turn arounds
- Ensure all trail staff equipment is returned to the PPC storage unit or given to the Event Director
- Be stationed at Barr Camp on the day of the event
- Lead Trail Staff training (typically late August, in-person at El Paso County SAR)
- Stay in communication with Event Director on Challenge Day
- Send post event thank you email to trail staff volunteers
- Challenge Day hours: Overnight at Barr Camp Friday evening - 7:00 PM or until finished

Transportation Coordinator - OPEN

- Recruit and assign drivers the both AM and PM shifts
- Serve as driver on Challenge Day
- Lead Transportation training (typically late August, in-person at El Paso County SAR)
- Ensure all vans are gassed up and cleaned at the end of Challenge Day
- Recruit team members to assist with cleaning and gassing of vans. This can be PM drivers and/or park volunteers
- Challenge Day Hours: 3:00 AM - 7:00 PM

Transportation Communication/Co-Lead - FILLED

- Assign a radio and van keys to each driver
- Keep track of which vans/drivers are where on the day of the event
- Direct park vans to trailhead when needed to pick up hikers
- Assist with van cleaning and gassing
- Ensure all radios are returned at the end of the day, including Park, Trail and Summit radios
- Supply drivers with snacks/water, ensure they get lunch
- Attend Transportation Training
- Challenge Day Hours: 3:00 AM - 7:00 PM or until finished

Summit Coordinator - OPEN

- Responsible for overseeing the Summit Station
- Be at the summit prior to first hiker arrival on Challenge Day
- Set up summit including tables, snacks, banners and finish line banner
- Direct volunteers upon their arrival to the appropriate location on the summit
 - Two volunteers at finish line to hand out medals (9:00 AM to 6:00 PM)
 - Check in table (minimum of two volunteers from 9:00 AM - 6:00 PM)
 - Direct hikers to transportation location
- Challenge Day Hours: 6:00 AM - 7:00 PM or until finished

SAR Liaison - FILLED

- Recruit and assign all SAR volunteers for Challenge Day
- Stay in communication with the Event Director on Challenge Day
- Attend trail staff training and speak about SAR medical protocol
- Supply oxygen on Challenge Day
- Challenge Day Hours: 3:00 AM - 7:00 PM or until finished

Hiker Tracking Coordinator - OPEN

- Responsible for tracking Summit and Barr Camp hikers
- Work with Event Director to ensure hiker documentation is in order the week before Challenge Day
- Confirm all tracking equipment is in working order prior to Challenge Day
- Sign in all hikers at the Trailhead by designated start time
- Following hiker start, head to Summit to sign in all hikers as they arrive
- Ensure each hiker taking the shuttle back to Fields Park gets on the shuttle
- Keep track of all hiker turnarounds
- Stay in communication with Trail Staff Coordinator, Trail Head Volunteer, SAR Liaison, Event Director
- Challenge Day Hours: 3:00 AM to 7:00 PM

Fundraising Engagement & Marketing Coordinator - OPEN

- Work with fundraising participants to ensure fundraising minimums are met
- Work with Event Director to ensure fundraising goals are properly tracked
- Find opportunities to advertise Pikes Peak Challenge through multiple forms of media
- Work with Event Director on marketing and outreach efforts
- Ensure PPC messaging is accurate
- Challenge Day hours: 4:00 AM - 6:00 PM or until finished