



WESTERN PACIFIC RAILROAD MUSEUM

SECTION	SUBJECT
VOLUNTEER POSITION DESCRIPTION	Run-A-Locomotive Scheduler

Position Title: Run-A-Locomotive Scheduler

Description/Purpose of Assignment: The run-a-locomotive scheduler is responsible for the coordinating and scheduling of RAL reservations with guests, equipment and RAL instructors.

The RAL scheduler shall schedule all RAL engineers each operating season, coordinating individual schedules of those willing to participate in the program. Scheduling shall be done on a first come, first served basis, but the scheduler shall be allowed some flexibility in all scheduling conflicts.

In the absence of the RAL scheduler, the museum store manager, museum store employees, the superintendent of operations or other designated person may schedule RAL's.

Written instructions, from the superintendent of operations, indicating the RAL reservation process should be followed at all times.

Museum Store personnel shall collect all General Releases and all other paper work and keep in a safe place as determined by the superintendent of operations.

All RAL records shall be given to the superintendent of operations for storage with other operating records.

All records shall be retained in a manner prescribed by the FRRS Policy and Procedures.

List of Tasks:

- Ensuring passenger, visitor and crew safety
- Working with other department members
- Assisting other crew members
- Managing the FRRS RAL reservation system
- Receiving and posting reservations listings
- Arranging RAL engineers when needed

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The RAL scheduler reports to the RAL manager or superintendent of operations

Outcomes/Goals: The volunteer will know the assignments of a RAL scheduler and will have performed them successfully according to acceptable museum policies and procedures.

Training: The RAL scheduler is required to attend the annual Operating Department required rules testing and training. The RAL scheduler must also attend a formal and requisite training session focused specifically on proper handling of duties. Other topics include instructions for the safe operating of museum equipment.

The museum volunteer manager or general superintendent will supervise all volunteers; however, an experienced volunteer may assist/lead in orientation and training.

Reporting: All volunteers are expected to maintain a time log of hours worked. This log will remain in the Volunteer Lounge, Operations Office or other location described from time to time. The RAL manager or superintendent of operations may request additional reports, such as progress reports.

Time Commitment: WPRM prefers that each volunteer agree to a minimum number of hours per month to museum service, but fewer hours are accepted. Any work that can be completed at home or outside the museum may be done at the convenience of the volunteer, provided it has been approved.

The RAL scheduler should expect an on-going time commitment of approximately 20 - 40 hours per month during operation season and 5 - 6 hours during the off-season hours as required.

Qualifications Needed: RAL scheduler candidates should possess an attention to detail, enjoy handling large responsibilities and interacting with museum guests, visitors, general members and volunteers.

Previous experience will be taken into consideration in determining qualification for this position.

Previous experience is not needed, but training is required.

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The ability to write neatly and legibly is preferred.

There is one class of the RAL Scheduler position:

1. RAL Scheduler

Other documents:

- RAL Reservation procedures
- Museum Store procedures
- FRRS Safety and Health Program
- FRRS Policies and Procedures
- Volunteer Manual

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