JOB SUMMARY

Coordinates volunteering positions and volunteer staff for the Camporee, connects Downline Director to their volunteers, maintains organizational policies and procedures relating to volunteers, helps create the volunteer application form, registers all volunteers at the Camporee and directs them to their area for work assignments.

RESPONSIBILITIES

* Assesses organizational and downline needs to determine number and range of volunteers needed for projects and areas
* Consults with Downline Directors to create descriptions for all volunteer positions
* Manages volunteer application process by approving or denying volunteer applications submitted, connecting Downline Directors with their volunteers, and answering questions from volunteers
* Directs all volunteers to the Volunteer pages of the website to educate, promote, and apply for volunteer positions
* Presents orientation materials or assigns others to do so
* Creates and distributes information regarding volunteer policies and procedures
* Manages communication between the Camporee and its volunteers, to share news, progress, and available positions via the newsletter
* Maintains a database of volunteers to track filling positions
* Presents updates to Camporee leadership in writing or presentations monthly
* Promotes the Camporee, its volunteer efforts, and its accomplishments internally and externally

QUALIFICATIONS

* Customer Service experience
* Friendly
* Administrative and management skills
* Ability to motivate and inspire
* On time and prepared
* Self-motivated; able to take initiative
* Passion for CYE’s mission and understanding of our vision for the International Pathfinder Camporee