



# BOY SCOUTS OF AMERICA®

## QUIVIRA COUNCIL

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### **Volunteer Coordinator, District Executive, Quivira Council BSA job description**

This part time (25 hours per week) position reports to the Assistant Scout Executive for overall communications and support to unit leaders. This position is responsible for assisting in membership growth, fund development, and motivating others to support Scouting and its mission.

#### **QUALIFICATIONS: The Volunteer Coordinator, District Executive selected will:**

- Must be 21 years of age or older
- Reside in the Southwest, KS – Ford, Hodgeman, Gray and Finney Counties.
- Provide support to Scouting operation-identify, recruit, train, guide, and inspire new members to become involved in BSA programs.
- Work with school and church leadership to recruit youth and families into Scouting.
- Assist in the progress towards specific goals and objectives which include program development through collaborative relationships, volunteer recruitment and training, fundraising, membership recruitment and retention.
- Assist in making sure District wide Scouting events are a success.
- Assist in the recruitment of leadership for finance campaign efforts to meet the financial needs of the organization.
- Collaborate with adult volunteers and oversee achievement of training of their respective role.
- Be a good role model and recognize the importance of working relationships with other professionals and Scout volunteers. The associate must have exceptional communication skills and be able to explain the BSA program's goals and objectives to the public.
- Required to pass a background check and take BSA Youth Protection Training **Desired**

#### **Skills:**

- Competitive personality with a teammate's heart.
- Non-profit, fundraising or sales experience is a plus.
- Must be comfortable with public speaking and interacting with diverse audiences.
- Excellent people skills, enthusiastic, punctual, responsible, and creative. Bi-lingual is a plus.
- Comfortable with computer technology & social media.
- Exceptional attention to detail.
- Self-motivated individual with solid time management skills.
- Committed to personal and professional productivity, while maintaining high ethical and professional working standards.
- Strong networking and relationship skills required.

#### **Required Education and Experience**

- Associate's degree from an accredited college or university is preferred, but not required.

### **Physical requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to sit for long periods of time (continuously) with occasional standing and walking.
- Ability to lift up to 40 lbs.
- Must be able to hear others and communicate (regularly).
- Requires ability to visualize computer screen (continuous).

### **Compensation**

This is a part time, 25 hour per week position.

- Some evenings and weekends will be required.
- Starting at \$20 per hour
- Mileage reimbursement will be at the IRS allowable rate.
- Candidate must have a reliable vehicle that is insured as well as a valid driver's license as this position requires driving within 4-10 counties.

Job Type: Part-time

Pay: \$20.00 per hour

Those interested in this part-time position should send their resume to [198AskQuivira@Scouting.org](mailto:198AskQuivira@Scouting.org)  
or call at 316-264-3386