



## **COORDINATOR OF VOLUNTEER SUPPORT**

**Scouting America  
Green Mountain Council**

### **POSITION DESCRIPTION:**

The Coordinator of Volunteer Support at the Green Mountain Council serves as a valuable resource for Vermont's Scouting volunteers. This position plays a crucial role in providing assistance with various program needs and support services.

The coordinator will be responsible for offering guidance and support in areas such as registration services, online tools, membership development, and program supply needs. The primary objective of this role is to empower and support volunteers to enhance their effectiveness in delivering high-quality Scouting programs to youth across Vermont.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

- Provide guidance and assistance to Scouting volunteers in navigating registration services and utilizing online tools effectively.
- Support volunteers in membership development efforts to ensure growth and sustainability of Scouting programs.
- Assist volunteers in fulfilling program supply needs to facilitate engaging and impactful Scouting activities through Scout Shop sales and work order processing.
- Collaborate with the team to develop resources and training materials for volunteers to enhance their skills and knowledge.
- Foster a culture of empowerment and support among volunteers to create a positive and enriching Scouting experience for youth.
- Processes and assists with maintaining membership information and financial records.

This position is regular, full-time working 40 hours/week, although the hours may exceed 40 hours according to the needs of the job. Worksite: Waterbury with opportunity for flexible hours and location following onboarding.

## QUALIFICATIONS

### ***Requirements:***

- An understanding of and genuine interest in the mission of Scouting America.
- Strong communication and interpersonal skills.
- Ability to work collaboratively with a diverse group of volunteers.
- Organizational skills and attention to detail.
- Passion for empowering volunteers and supporting youth development.
- Ability to comfortably handle multiple priorities and frequent deadlines with attention to detail and timeliness.
- Skillful problem solving, curiosity and ability to handle confidential material in a discreet and ethical manner.
- Ability to lift or move up to 30lbs and stand on step ladders necessary to maintain Scouting supplies and inventory.

### ***Desired Skills:***

- Fluent in Microsoft Office Products and confident operating consumer web-based applications.
- Scouting Experience.
- Retail experience.
- Knowledge of Blackbaud, Salesforce or other enterprise CRM.

**COMPENSATION AND BENEFITS** Salary is based on experience. Excellent benefits provided.

If you are passionate about empowering volunteers, supporting youth development, and making a positive impact in the community, we invite you to join our team at the Green Mountain Council as a Volunteer Empowerment Specialist.

**TO APPLY:** All applications are treated confidentially. Interested candidates should send a letter of application, resume, and a description of previous experience to Mark Saxon, Scout Executive and CEO, P.O. Box 557, Waterbury, VT 05676 or by email at [mark.saxon@scouting.org](mailto:mark.saxon@scouting.org). Applications will be accepted until the position is filled. No calls please. Scouting America, Green Mountain Council, is an equal opportunity employer.

**ABOUT GREEN MOUNTAIN COUNCIL:** Scouting America, Green Mountain Council delivers programs that have been shown to promote pro-social values, leadership, and resilience in youth. Headquartered in Waterbury, the Council serves all 14 counties in the state of Vermont. Annually, nearly 2,000 girls and boys participate in local Scouting programs that are made possible by more than 1,000 trained volunteers. For more information about the Green Mountain Council, please visit [www.scoutingvermont.org](http://www.scoutingvermont.org).