

ASSISTANT REGIONAL AMBASSADOR COORDINATOR POSITION DESCRIPTION

Overview

An Assistant Regional Volunteer Ambassador Coordinator is responsible for assisting the Regional Ambassador Coordinator in performing his/her responsibilities within their region. A region may have one or more Assistant Regional Ambassador Coordinators.

Appointment

Appointed by the National Ambassador Coordinator upon consultation with the Philmont Training Center Director.

Tenure: Three year appointment that may be extended for additional terms based upon mutual desire and performance (there is no limit to the number of terms)

Position Description

An Assistant Regional Ambassador Coordinator is responsible for:

- assisting the Regional Ambassador Coordinator working with the Council Ambassadors to insure they have the current listing of other Council Ambassadors within their home council, including current contact information,
- helping the Regional Ambassador Coordinator working with the local council leadership in their region to actively seek Council Ambassadors in councils where there are no Council Ambassadors or where additional Council Ambassadors may be needed,
- participating in quarterly teleconferences with the National Ambassador Coordinator for feedback and comment,
- helping the Regional Ambassador Coordinator prepare answers to questions raised by Council Ambassadors,
- helping the Regional Ambassador Coordinator contacting Council Ambassadors (generally via phone or email) who are not reporting on activities to offer assistance and ascertain if reports are not being timely submitted or if presentations are not being made,
- assisting the Regional Ambassador Coordinator in preparing a yearly article to the Newsletter Editor about Ambassador activities in their Region as well as submitting story ideas, questions asked by Council Ambassadors, success stories, etc., for inclusion in the quarterly newsletter,
- recommending ideas for conferences covering subject matter areas that are suggested to the Council Ambassadors by Scouters in the Council Ambassador's home council, and
- performing other duties as requested by the Regional Ambassador Coordinator.

