

REGIONAL AMBASSADOR COORDINATOR POSITION DESCRIPTION

Overview

The Regional Ambassador Coordinator has primary responsibility for coordinating the Ambassador program within their region, providing a pathway for two-way communications between the National Ambassador Coordinator and the Council Ambassadors, and representing the view point(s) of the Council Ambassadors with the National Ambassador Coordinator.

Appointment

Appointed by the Chair, Philmont Conferences Committee in consultation with the Team Lead, Program Administration - Philmont Training Center upon recommendation of the National Ambassador Coordinator

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

A Regional Ambassador Coordinator is responsible for:

- working with the Council Ambassadors to insure they have the current listing of other Council Ambassadors within their home council, including current contact information,
- being the conduit for the latest information between Philmont and the Scouters in their home councils as it relates to the Philmont Training Center and Philmont Scout Ranch,
- 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,
- being the first point of contact to respond to questions raised by Council Ambassadors, if they know the answer or, if not, referring the questions to the National Ambassador Coordinator for a response,
- 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 National Ambassador Coordinator in the planning of the annual Ambassador webinar and promoting participation by Council Ambassadors,
- submitting 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, and
- recommending ideas for conferences covering subject matter areas that are suggested to the Council Ambassadors by Scouters in the Council Ambassador's home council.