

Las Vegas Area Council Membership Specialist Position Description

Position Membership Specialist. Part-time position. 20-28 hours a week. Starting at \$12.50/hour.

Concept The Membership Specialist is responsible for the development and growth of Scout and volunteer membership. They will oversee new unit development and turnaround of low performing units as measured in the JTE program.

Responsible for providing leadership and guidance to grow traditional membership and volunteer recruitment through the organization of new traditional units in the assigned service area. Secures the commitment of the new chartered organizations (Faith-based, civic groups, schools) to participate in council funding opportunities such as the popcorn sale, camp cards and the Investment in Character campaigns.

Principal Responsibilities

- A. Recruit youth and adult volunteers at predetermined and approved Chartered Organizations.
- B. Provide leadership to 3-4 units of at least 25 youth per unit and all required adult leadership positions.
- C. Provide program and training support for unit volunteers for 3-4 months after a new unit is formed. This initial period will serve as a mentoring stage that will allow unit volunteers the opportunity to receive formal training and gain confidence to run the unit on their own. Progress of the unit will be tracked by the Specialist and staff leader through training, advancement, and attendance reports.
- D. Attend the designated meetings for each unit throughout the mentorship stage or until the staff leader determines that the unit is ready to be on its own with some supervision. After successful mentorship of the first 3-4 months, the process will repeat with the next 3-4 Chartered Organizations. May also be assigned a weak performing unit to mentor for a 3-4-month period of time. Coordinate with Unit Commissioners as appropriate.
- E. Wear the official BSA field uniform always when engaged in Scouting activities unless otherwise approved by the staff leader.
- F. Submit work schedules, time sheets as well as attendance and advancement rosters to staff leader for approval/recording.

Position Qualifications

- A. Bilingual Spanish/English, or English/Mandarin or Cantonese preferred.
- B. The ideal candidate will be self-motivated, comfortable with public speaking and interacting with diverse audiences, have high organizational skills in management, budgeting, and planning.
- C. Time management skills, interpersonal skills and multi-tasking ability required. Must have good people skills, be enthusiastic, punctual, responsible and creative. Amenable to evening meetings/activities and occasional weekends.
- D. Some Scouting background, non-profit or fundraising experience is a plus.

To learn more about Las Vegas Area Council, Boy Scouts of America please visit www.lvacbsa.org. If you meet the qualifications and are interested in the position, send your resume to: ryan.moon@scouting.org.