

JOB DESCRIPTION:           **COORDINATOR**

The Coordinator is the chief administrator of the **GOSHEN BEARS, THE “Head Bear.”** He/she represents the organization at all Council functions requiring the **BEARS’** presence, and has a number of responsibilities on and external to the two regularly-scheduled workends in the Fall and Spring.

Because the complexities of managing the workend cannot be learned in the short time a Coordinator holds office, his role is primarily one of representation. He appoints assistants who can concentrate on their own particular responsibilities, learning, improving and growing on the job. While the Coordinator has over-all responsibility, he should be aware of what his assistant administrators are doing, but not intrude into their work (micro-manage) unless policies are being violated or performance is clearly substandard.

His/her responsibilities are:

- 1)     **Represents the GOSHEN BEARS** at all functions and activities at which Bear participation is required. His term of office starts in June, when officially appointed to the Council Camping Committee, by the Council.
  
- 2)     **Appoints BEARS** to the jobs of Membership Scribe, Recording Scribe, Newsletter Editor, Workend Manager, Cook-Caterer and Recruiting Coordinator. Notice of these appointments and re-appointments shall be given in the newsletter immediately following such action, or at a business meeting on the next workend.

Newly-named Coordinators, after the Spring workend in which they are selected, will meet with the current administrative assistants to either re-affirm the incumbents or state his/her intention to appoint others. He should make arrangements in the latter case for a subsequent transfer of responsibilities and see that a smooth, gradual change-over is effected.

- 3)     On a workend, (optionally) **coordinates work project performance** through the Workend Manager. Sees that appropriate materials and manpower are brought together for each task, aids in the re-allocation of manpower where applicable, sees that proper work-safety precautions are taken. Where the Workend Manager is concerned with administrative matters on a “headquarters” basis, the Coordinator serves as the “field representative,” overseeing and coordinating project activities and seeing that the assigned work can be and is properly carried out. **Optionally**, because of special personal skills, **he may choose to**

**be placed on a work crew**, with his job of field-coordination assigned to someone else by the Workend Manager.

- 4) **Opens the Saturday business meeting**, welcomes the members, then introduces and turns over control of the meeting to the meeting-chairman designate (selected by the Workend Manager for reasons of chairing abilities). **Contributes closing remarks**, along the lines of the Scoutmaster's Minute.
- 5) **Signs the GOSHEN BEAR certificates** and participates in the award ceremonies for the new BEARS. **Signs the certificates for the Extraordinary Bears.**
- 6) **Attends meetings of the Council Camping Committee** as the **GOSHEN BEAR** representative and as an official member of that committee. Speaks and acts for the **BEAR** interests at those meetings. Appoints a replacement for the meetings he cannot himself attend, if he so chooses.
- 7) **Appoints committees** for study or action, as they relate to the **GOSHEN BEAR** agenda. Appoints a Selection Committee Chairman in the Fall of his 2<sup>nd</sup> term to select a new Coordinator who will be named at the following Spring workend and recommended to the Council for appointment.  
  
Appoints a Chairman of a committee to consider the elevation of some BEARS to Extraordinary Bears. For the timing of this appointment see supplementary document on the subject.
- 8) **Keeps informed of all Council activities** as they relate to the **GOSHEN BEARS**, and sees that the information is passed along to the membership at business meetings, or by means of the newsletter; informs his administrative assistants by phone, when applicable.
- 9) **Maintains contact with the Council Camping Director and the Camp Superintendent**, keeping abreast of Council policy changes, needs and requirements for work and materials, and generally serves as the **GOSHEN BEARS'** "expert" on Goshen Scout Camps. Communicates the essential information through the newsletter, personal letter or telephone to any **BEARS** immediately impacted. Utilizes the Recording Scribe for preparing and transmitting information and official policies, so that an official record of all such activities is maintained.

