



Recruiting Coordinator

Position Title: Recruiting Coordinator

Reports To: Committee Chair

Key Linkages: Scoutmaster, Webmaster

Direct Reports: Registrar

Job Responsibilities:

1. Identify recruiting opportunities targeted for troop participation (such as Webelos Roundup).
2. Develop appropriate recruiting materials for distribution.
3. Coordinate recruiting events like Webelos Roundup including necessary literature, displays, activities, tour permits, maps ...
4. Ensure Troop databases receive the correct information to update relevant information.
5. Work with the Registrar to appropriately register new scouts and their families.
6. Provide projected recruiting activities to the planning committee to be included on the Troop calendar.
7. Coordinate scout and leadership availability for cross over ceremonies.
8. Procure necessary materials to supply new scouts: scarves, slides, books, Troop numbers ...
9. Track annual recruiting expenses and project annual numbers to the Treasurer at the beginning of every year.