

Position Title: *Appraisers' Coordinator*

Position Description (Summary) Are you a People Person? Do love to guide others? Would you like to use your organizational skills to work with volunteers to help students develop and use their imaginations to improve our world?

Position Description

The *Appraisers Coordinator* would help maintain the appraiser database, prepare training materials, send training materials and challenges to appraisers in a timely manner, and make sure they know when trainings will be. This person should also help Challenge Masters follow up on training questions and with those who missed training.

Primary Duties

- Work with Volunteer and Membership Coordinator(s) to recruit appraisers for regional and state tournament
- Develop current database of appraisers and assign them to type of Challenge they will appraise
- Communicate with appraisers about assigned challenges, trainings, duties, and access to materials
- Prepare materials for appraiser trainings
- Assist Challenge Masters with assignment of appraiser roles
- Organize appraiser trainings by securing site, providing copies of schedules and maps, and assigning appraisal teams
- Ensure that supplies needed for Instant Challenges are procured
- Recruit scoring room personnel
- Work with Tournament Director to determine number of score sheets needed for each challenge
- Help Tournament Director prepare scoring packets and score sheets for tournament.
- Assist in set up of Instant Challenges at tournament site if needed
- Assist Tournament Director to prepare tournament materials for each appraiser team
- Set up scoring room on day of tournament
- Supervise appraisers and score room on day of tournament
- Serve on Dialogue Team at regional tournament
- Offer input to state Board of Directors

Interest Area

- Enjoys organization and creativity
- Able to work independently
- Likes working with others to make sure they have a successful program year
- Likes working with others to fit their interests to program needs
- Likes to recruit and work with adults who enjoy working with creative youth

Location: Montana - Currently Gallatin Valley preferred.

Date: Year round but primarily November - March Average 1-2 hours per week

Age of Suitable Volunteers 21+

Required Skills/Qualifications (Training Requirements)

- Computer Skills.
- Phone and e-mail connectivity
- Must be able to communicate professionally including public speaking
- Strong organization, management and communication skills.
- Must be able to work effectively and respectfully with adults and children.
- Positive, enthusiastic personality
- Flexibility and willingness to learn new skills

Specific Skills

- Familiarity with MS Office - Access
- Ability to generate group e-mail lists to facilitate communication
- Ability to network with a wide range of individuals