

Position Title *School/ Local Coordinator*

Position Description (Summary) Do you like to work with kids? Do you love to inspire others? Would you like to use your organizational and communication skills to make sure volunteer team managers have the information they need to help students develop and use their imaginations to improve our world?

Position Description

A *DI School/Local Coordinator* will be the organized point of contact for communicating with current and potential teams, regarding upcoming deadlines and trainings, tournament and event registrations and fees. He/she will field questions about DI from teams and parents and will need a good working knowledge of Destination Imagination or willingness to learn.

Primary Duties

- Recruit teams and Team Managers
- Keep up to date lists of all teams, team members, and team managers
- Inform Team Managers of informational meetings, trainings, workshops, and tournaments and how to register for events
- Make sure Team Packs have been purchased for all teams
- Read through rules, challenges and other program materials so you can answer basic questions regarding Destination ImagiNation
- Assure that all team tournament registrations include contact information for all team managers, list of team members, team challenge and level, and appraiser
- Remind team managers and team parents of the responsibility to provide tournament appraisers and volunteers
- Make sure that invoices for tournament fees for all teams have been received and paid
- Make sure Tournament Directors have complete information on registrations for tournament schedule
- Make sure all team managers and parents have received the tournament schedule, map, directions, and tournament letter
- Remind team managers and teams to check for clarifications for their challenge
- Order state tournament t-shirts and pins or assign a parent from each team to take care of this duty
- If needed arrange transportation and possibly lodging for tournaments
- Help recruit volunteers for functions
- Help plan a showcase event for the teams prior to tournament

Interest Area

Enjoys organization and creativity

Able to work independently

Able to work with school or sponsoring organization personnel

Likes working with others to make sure they have a successful program year

Location: Communities with creative students throughout Montana

Date: August - April hours will be flexible but average 1 per week.

Age of Suitable Volunteers: 21+

Required Skills/Qualifications (Training Requirements)

- Computer Skills especially MS Office.
- Phone and e-mail connectivity
- Must be able to communicate professionally
- 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

Knowledge of Destination Imagination deadlines