



## POSITION DESCRIPTION

**Position:** DiscoveryBound Outreach Event and Volunteer Coordinator  
**FLSA Status:** Three-Quarter Time, Exempt  
**Reports To:** DB Outreach & Compass Director  
**Department:** DiscoveryBound Outreach

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**General Description:** The Event and Volunteer Coordinator serves as a vital link between DiscoveryBound (DB) Headquarters and its Chapters, Ambassadors, alumni, churches and other interested individuals in the Christian Science community. The Event and Volunteer Coordinator provides professional support and assistance by building and helping to maintain Chapters and a grassroots network of support. He/she plans and executes weekend events for all ages. This is a three-quarter time paid position with benefits and can be remote or work out of our Adventure Unlimited Greenwood Village office near Denver, CO. The Event and Volunteer Coordinator position begins with a three-month probation period.

### **Characteristic/Essential Duties and Functions:**

#### Event Planning

- Develops, plans, implements, and direct all components of weekend events
- Supports weekend events on a seasonal basis, in conjunction with local Chapters
- Supports buildout of web-based registration form for events
- Evaluates programs, compiles feedback, and submits written follow-up reports
- Engage other C.S. organizations for resources, venues and joint programming

#### Volunteers

- Successfully motivates and sustains volunteers in designated areas
- Develops and maintains volunteer resources to inspire dedication and enthusiasm
- Relates well and enjoys working with volunteers/people of all ages, backgrounds, and nationalities
- Provides resource materials for field volunteers and staff
- Provides semi-annual webinars for development training to Chapters and Ambassadors

#### Chapter Supervision

- Cultivates Chapter interest and establishes new Chapters
  - Networks to educate Christian Science community of the DiscoveryBound purpose and presence, including visits and/or informational meetings with churches and phone/email contact with prospective workers/volunteers
  - Oversees established Chapters
  - Attends minimum of one activity and meets with a key person in each Chapter, every 18 months
  - Maintains phone contact with Chapter at least once a quarter
  - Assesses Chapter's strengths and weaknesses and offers support as needed
  - Encourages and educates Chapters to use resources, such as handbooks, web pages, Facebook, contacts with other Chapters and other social media
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### DB Ambassadors

- Cultivates and maintains DB Ambassadors, with an individual focus on areas nationwide without chapter presence
- Develops correspondence calendar and messaging strategy to DB Ambassadors
- Corresponds with DB Ambassadors in line with messaging strategy
- Develops and keeps current support materials for DB Ambassadors
- Manages DB Ambassadors information in RE7 database, and generate reports and queries, as needed
- Develops an annual presentation package for DB Ambassadors; includes a community presentation and activity

### Special Projects and Inter-Departmental Support

- Aids in developing Adult Track program content for National events
- Helps coordinate visits to area by A/U full-time staff
- Assists with departmental publications
- Evaluates needs of community and responds accordingly
- Supports all programs of DiscoveryBound and larger organization, as needed

### Communications

- Represents Headquarters in the field; corresponds with Headquarters, providing written quarterly benchmark reports
- Holds regularly scheduled conference calls with Outreach staff and maintains phone/email contact with interested parties in the field
- Informs DB Outreach Director regarding Chapter status and developments
- Compiles photo/video footage to be used as promotional/resource material
- Assists Chapters with social media, as well as post event photos to DB Facebook page
- Provides monthly content for DB update emails

### Administration

- Prays daily for the work in DiscoveryBound (DB) Department and supports all DB and A/U activities
- Develops and successfully implements plans, in conjunction with the DB Outreach Event and Volunteer Manager and DB Outreach Director
- Collaborates with fellow Outreach, Compass and NLC staff
- Participates in training and evaluation conferences with DB Outreach Director and Outreach Staff, as well as annual in-person DB and Adventure Unlimited staff meeting
- Maintains records for each assigned Chapter
- Promptly and accurately submits expense reports to DB Outreach Director
- Performs other duties as assigned or required
- Ensures successful upward communication to DB Directors, E.D. and Trustees (as appropriate)

### **Education / Experience:**

- One to two years' experience of event planning desired
- The ability to work cooperatively with different types of individuals
- College degree preferred
- Proficient with Microsoft Office – Word, Excel, etc.

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- Public relations, marketing and project management skills important; social media know how
  - The ability to communicate with, supervise and empower volunteers to be effective in their roles – experience with volunteers is preferred

**Knowledge / Skills / Abilities:**

- Devoted to the study and application of Christian Science (CS); lives according to the Adventure Unlimited Community Atmosphere and Code of Conduct as outlined in the Employee Handbook; is committed to Adventure Unlimited's mission of service to the CS community
- Member of The Mother Church and/or active CS branch church member; class instruction desirable
- Demonstrate successful experience in working with people of all ages, backgrounds and nationalities; enjoys working with volunteers
- Has a deep love for the CS community including those of all faiths and contributes to an environment where volunteers, staff, and individuals are loved and valued
- Works well under pressure and a team player
- Excellent communication skills, both written and verbal with strong public speaking skills
- Excellent management, organization and negotiation skills
- Should be passionate about event planning and networking
- Deadline oriented with good attention to detail and possess a strong work ethic
- Willingness to travel and attend activities/meetings on evenings and weekends
- Dynamic, outgoing, self-starter who is personable and creative, strong networker
- Successfully motivates and manages volunteers
- Inspires dedication and enthusiasm
- Contributes to an environment where volunteers, staff, and families are loved and valued
- Flexible, willing to grow with the development of this new position

**Work Environment and Physical Demands:**

The employee must meet physical demands in order to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. While performing the job duties, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.

The intent of this job description is to provide a representative summary of the essential functions that will be required of the position given the title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job related duties, which shall be consistent with the representative essential functions listed above and will not be construed as expanding a particular position's role, scope, FLSA status, or grade.