

CAMP FIRE SAMISH

1321 King Street #3

Bellingham, WA 98229

Phone: (360) 733-5710 Fax: (360) 733-5711

Position Title: Membership Manager – Whatcom County and Skagit County

FLSA Status: Full Time Exempt

Salary: Depends on Experience

Position Summary: Manage youth and adult recruitment ensuring delivery methods are consistent with the philosophy of Camp Fire which relies on the strengths of volunteer management. Develop and support volunteers and classic club programming. Lead Club activities when needed such as Day Camps, Day Aways, and Fundraising

Essential Functions:

- Recruit, appoint, train, supervise, support and evaluate administrative volunteer teams and club leaders. Leaders are primarily reached by planning and implementing recruitment events and informational gatherings.
- Recruit and place youth club members through community activities, recruitment events, school flyering, newsletter notices, PTA/Booster Club connections, open houses, back-to-school fairs, and through home schooling groups.
- Provide direct delivery as needed to initiate program start up. Continue Club leadership where volunteers are not forthcoming.
- Plan and implement Club activities such as: Fall and Spring Camporee, Whatcom Day Camps, and Day Aways.
- Active participation in all council fundraising events and endeavors.
- In addition, perform other duties as assigned. May include special projects, general office help, Community Class instruction, etc.

Qualifications:

- Knowledge or experience with CAMP FIRE or other youth serving non-profit required.
- Excellent written and verbal communication skills.
- Demonstrated ability to multi-task, prioritize deadlines, work independently, take initiative and maintain confidentiality.
- Effective conflict resolution skills.
- Satisfactory results from criminal background search.
- Reliable transportation.
- Strong interpersonal skills to ensure effective interactions and communication.
- Availability to work varied hours, including nights and weekends as necessary.
- Familiar with Outlook and Word. Excel and Access experiences a plus.
- Demonstrated success working with volunteers or managing and leading teams.
- Bachelor's degree in related field or 3 years of equivalent experience, with at least one year of supervisory experience preferred.
- Experience in event planning and implementation recommended.

AN EQUAL OPPORTUNITY EMPLOYER