

## NATIONAL AMBASSADOR COORDINATOR POSITION DESCRIPTION

### Overview

The National Ambassador Coordinator has primary responsibility for coordinating the Ambassador program, providing a pathway for two-way communications between the Ambassadors and the Philmont Conferences Committee, and representing the view point(s) of the Philmont Ambassadors in the Philmont Conferences Committee. The National Ambassador Coordinator serves as a member of the Philmont Conferences Committee.

### Appointment

Appointed by the Chair, Philmont Conferences Committee in consultation with the Team Lead, Program Administration-Philmont Training Center.

Tenure: Three year appointment that may be extended for additional terms based upon mutual desire and performance (there is no limit to the number of terms).

### Position Description

The National Ambassador Coordinator is responsible for:

- identifying and recommending to the Chair, Philmont Conferences Committee, for appointment, a Regional Ambassador for each of the 4 regions,
- periodically reviewing and revising position descriptions for Regional and Council Ambassadors, as needed,
- working with the Regional Ambassadors to insure they have the current listing of Council Ambassadors within their region, including current contact information,
- being the conduit for the latest information between the Philmont Conferences Committee and the Ambassadors as it relates to the Philmont Training Center and Philmont Scout Ranch,
- working with the Regional Ambassadors to actively seek Council Ambassadors in councils where there are no Council Ambassadors or where additional Council Ambassadors may be needed,
- holding quarterly teleconferences with the Regional Ambassadors for feedback and comment,
- recommending faculty members for the Ambassador Conference(s) each summer,
- working with the faculty of the Ambassador Conferences to develop the syllabus for each Ambassador Conference,
- preparing an annual report on the activities performed by the Ambassadors for presentation to the Philmont Conferences Committee,
- assisting the Team Lead, Program Administration-Philmont Training Center in the planning and presentation of the annual Ambassador webinar,
- overseeing production and distribution of the quarterly newsletters, and
- recommending ideas for conferences covering subject matter areas that are suggested to the Ambassadors by Scouters in the Ambassador's home council.