

Branch Coordinator Job Description



Overview

The Branch Coordinator submits camp reservations to the Tech Trek Program Director, coordinates the funds sent to the Camp Treasurer for camper sponsorships, supervises camper selection, and provides camper registration information to the Camp Director.

Qualifications

The Branch Coordinator qualifications are to:

- Be a member of the branch.
 - Have the necessary computer skills to maintain records, report donations to the camp treasurer, and fill out forms online.
 - Have a working knowledge of Microsoft Word and Excel as well as email proficiency.
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Duties

The Branch Coordinator duties are to:

- Read the Tech Trek branch packet sent each fall, with the understanding that there may be changes from previous years' procedures explained in the packet and meet all required deadlines.
 - Coordinate with branch president to execute yearly Memorandum of Agreement and forward to Tech Trek Program Director.
 - Coordinate camper selection. (See Section 160).
 - Ensure all branch members who will interact with nominated and selected Tech Trek girls execute the Conduct Agreement Form and forward to Tech Trek Program Director.
 - Ensure funds are sent to Camp Treasurer by deadline and using proper payment procedures. (See Section 230).
 - Work with and respond to Tech Trek Program Director.
 - Work with Camp Director to coordinate all aspects of registering campers and submit all required forms by the stated deadlines.
 - Work with returning campers on presentations to branch members and major donors.
 - Keep in touch with former campers. Maintain records of all campers and update the camper tracking form annually.
 - Coordinate branch members' visits to camp on Branch Visitation Day.
 - Train successor and transfer all forms and records to her/him.
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Commitment Expected

- Approximately 5 hours per month, may increase during period of application review and interviews
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