YMCA OF ORANGE COUNTY

VOLUNTEER DESCRIPTION

VOLUNTEER TITLE: Expedition Navigator	**REPORTS TO:** Adventure Guides Program Director
PROGRAM AREA: Adventure Guides	**EFFECTIVE DATE**: March 25, 2014

GENERAL PURPOSE: The Expedition Navigator is a volunteer role in support of the Adventure Guides Program Director and Federation Navigator. The Expedition Navigator will help with the organization, management and promotion of the Adventure Guides program within all Circles that make up an Expedition. Key duties include supporting Circle Navigators, leading monthly Expedition events, continuation of Adventure Guides traditions and support of YMCA initiatives.

RESPONSIBILITIES/DUTIES:

- Lead monthly Expedition Base Camp Meetings with Circle Navigators. This includes scheduling, determining the agenda and reporting out.
- Secure all Circle Navigators, Compass Bearer and Expedition Council prior to June 1st.
- Assist the Expeditions and Circles with succession planning.
- Provide an orientation to Circle Leaders. This includes introducing them to their duties, being available for questions and attending Circle Meetings as needed.
- Attend the annual Association Leaders training in late summer and provide assistance as directed.
- Mentor and coach struggling volunteer leaders or Circles.
- Ensure the Expedition is implementing an Induction and Graduation ceremony during the course of the year. Additionally, ensure Expedition transitions (i.e. campfires) are maintained.
- Plan the Expedition event calendar prior to August 1st. Events should include a variety of activities and have buy in from Circle Leaders.
- Partner with the Program Director on the logistics of events including budgeting, registration, schedules, etc. Communicate the opening of events with Circle Leaders and details with event host.
- Act as a representative of the YMCA with event venues. This includes assisting with check in, coordinating the schedule, enforcing safety standards and managing participant conduct.
- Manage Expedition and Circle sizes. Recruit new members and replace graduates. Assign recruitment tasks to Expedition Council and Circle Navigators.
- Develop an Annual Campaign plan and meet the Expedition's fundraising goal. This can be coordinated at the Expedition level or directed to Circles. Ensure that Circles are given resources and regular communication during the campaign season.
- Regularly communicate with others in a professional manner that represents the values of the YMCA. Communication with the Circle Leaders on Expedition items should at least be monthly. Communication with the Program Director should be regular.
- Support efforts to by leaders to implement the compass directions and 7 aims of the program. Recognize achievements in Circles during Expedition events.
- Report incidents to the Program Director immediately, but no later than 24 hours.
- Carry out all responsibilities in an honest, ethical and professional manner.

MINIMUM QUALIFICATIONS: The following are the minimum qualifications which an individual needs in order to successfully perform the duties and responsibilities of this position.

Experience & Background: Must be 21 years of age. Have been a prior Circle Navigator.

Skills/Abilities:

- Ability to positively motivate members/children/participants.

This position description is not intended to be all inclusive.
It is understood that the volunteer will also perform other reasonable duties.
Positions descriptions are reviewed periodically and may be revised at the discretion of management.
This position description is not a written or implied contract.

- Excellent verbal communication skills.
- Strong customer and results orientation.
- Ability to interact effectively at all levels and across diverse cultures.
- Ability to be an effective member of project teams.

Training Profile:

  - Child Abuse Prevention
  - Annual Leaders Training
- HIGHLY DESIRED COURSES:
  - CPR Certification
  - First Aid Certification

SUPPORT PROVIDED: The Program Director will provide role specific training with the procedures of the program. SOP's and the Adventure Guides Volunteer Guide are available as resources. Program Director will be available on an ongoing basis to answer questions and provide other assistance needed.

BACKGROUND SCREENING LEVEL: Level 1 from the Volunteer Screening Matrix

PHYSICAL DEMANDS: The physical demands described herein are representative of those that must be met by a volunteer to successfully perform the essential functions of this volunteer. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential volunteer functions. While performing the duties of this volunteer, the volunteer is regularly required to:

- Ability to see and hear distress signals of participants.
- Frequently required to stoop, bend, kneel, crouch, crawl, talk, hear, stand, walk, sit, reach with hands and arms.
- Push, lift, pull and/or move up to 40 lbs.
- See, hear, speak and write clearly in order to communicate with others.

ENVIRONMENT: In general, the following conditions of the environment are representative of those that a volunteer encounters while performing the essential functions of this volunteer. Reasonable accommodations may be made to allow differently-abled individuals to perform the essential functions of the volunteer within the environment.

- Indoor and outdoor facilities (schools, parks, camps and recreational sites).
- Exposure to sun, heat, cold, potentially hazardous chemicals, toxic materials.
- Slippery and uneven surfaces.
- Noise level is usually moderate.

I have read and understand the position description and attest that I can perform the essential functions of the volunteer with or without reasonable accommodation. As a volunteer position I am freely giving my service without pressure or coercion (direct or indirect) and I have no expectation of benefits or compensation.

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Volunteer Name (Print)	Volunteer Signature	Date
Supervisor Name (Print)	Supervisor Signature	Date

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