YADVENTURE GUIDES

We build strong kids, strong families, strong communities

OFFICER JOB DESCRIPTION SUMMARY

EXPEDITION NAVIGATOR:
The duties of the Navigator shall be to relate to the YMCA Directors, and to coordinate the activities of our Expedition. He shall be present at all Expedition Activities and Expedition meetings.

EXPEDITION COMPASS BEARER:
Assistant Leader of Expedition. Compass Bearer will be the Motivational Leader of the Expedition. At campfire & award ceremonies the Compass Bearer will lead group in songs & cheers to keep spirits high.

CIRCLE NAVIGATOR:
The Circle Navigator is in charge of organizing his Circle, in terms of rosters meetings & events. The Circle Navigator attends all Expedition Council Meetings

TREASURE KEEPER:
The treasure keeper shall assist the Circle Navigator in collecting any dues, and keeping the financial records for program supplies and circle gear.

SCOUT
The SCOUT assists in recruiting individual organizers to establish and form new circles. He/She is also responsible to work on a Expedition Roster and to place new members in circles.

LOG KEEPER
The LOG Keeper is responsible for publishing the monthly newsletter. He/She shall solicit news items from all “Circles” for the newsletter. The Tallykeeper shall keep the attendance records of the Expedition meetings.

ELDERS
Expedition Council Member. Council Members are expected to be at the Council meetings. They are also asked to help in coordination of the events.

OUTFITTER
The Y-Guide Staff is the YMCA Program Director/Coordinator responsible for supporting and maintaining the Y-Guide programs. He/She works closely with the Expedition officers to be sure all programs needs are met.

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YMCA of San Diego County
Expedition Officer Position Description

Name: **Position Title: Circle Navigator**
Branch: **Reports To: Expedition Navigator/ Program Director**

General Function:
To uphold the purpose, mission, and philosophy of the YMCA Adventure Guide Program. To assist the YMCA in helping to strengthen the bond between parent and child by demonstrating positive character values including caring, honesty, respect, and responsibility.

Specific duties:

- Work with parents and children while fostering and demonstrating the philosophy and spirit of the Y-Adventure Program.
- Demonstrate the values of Caring, Honesty, Respect, and Responsibility.
- Attend monthly Expedition meetings or assign a member to represent your circle.
- Plan, organize and facilitate monthly Circle meetings. (Refer to Friends Always Book for more information).
- Maintain communication with Circle members, YMCA Director and Expedition Navigator.
- Represent the YMCA in a positive manner.
- Work closely with Expedition Navigator and YMCA Staff to help organize and implement Expedition events and activities.
- Serve as a host Circle for at least one Expedition event. Host Circle responsibilities include planning of art project, facilitation of campfire ceremony and working closely with YMCA Staff and Expedition Navigator.
- Assists in the YMCA Annual Support Campaign, and encourage Circle members to do the same.
- Have Fun!

This position description is for volunteer services and is not a written or implied contract.

_____ _____
Circle Navigator Signature Date

_____ _____
Program Director's Signature Date

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YMCA of San Diego County
Expedition Officer Position Description

Name: **Position Title: Expedition Navigator**
Branch: **Reports To: Program Director**

General Function: The Expedition Navigator is responsible for the administration and supervision of all Expedition business and for the achievement of Y-Adventure Program goals during his/her term of office.

Specific duties:

- Attend all Expedition events.
- Chair each Expedition Meeting and/or Expedition officers meeting.
- Delegate Expedition tasks to appropriate people and follow-up to ensure completion.
- Visit all Circles at least once to insure they are meeting program goals.
- Ensure Expedition events are planned well in advance and organized.
- Assist in the YMCA Annual Support Campaign, and encourages Circle Navigators and members to do the same.
- Supervise and assists other Expedition officers as necessary.
- Communicate with the YMCA Program Director regarding Expedition issues.
- Train new Expedition Navigator in assuming his/her role.
- Represent the YMCA in a positive manner.

Notes: Perhaps the most responsibility of the Expedition Navigator is the development of spirit and enthusiasm among Expedition officers and members. This can be accomplished through the following:

- Being enthusiastic about the YMCA and Expedition activities.
- Involving others around who are dynamic and vitally interested in the program.
- Praising others for doing a good job.
- Creating among the Expedition officers the realization that the job they do is vital to the personal growth of their children.
- Conducting the type of meeting people look forward to attending.
- Developing a sound working relationship among all Expedition officers.

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_____ _____
Expedition Navigator Signature Date

_____ _____
Director/Coordinator Signature Date

YADVENTURE GUIDES

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YMCA of San Diego County
Expedition Officer Position Description

Name:
Branch:

Position Title: Circle Treasure Keeper
Reports To: Circle Navigator/
Program Director

General Function: The **Circle Treasure Keeper** is responsible for the financial concerns of his/her Circle.

Specific Duties:

- Maintain accurate records of income, expenses, receipts and disbursements to the Circle's account.
- Maintains current financial records and signature cards for Circle's checking account.
- Trains new Treasure Keeper at conclusion of term in office.
- Represent the YMCA in a positive manner.
- Assist in the YMCA Annual Support Campaign, and encourages Circle members to do the same.
    1. Money is collected at monthly Circle meeting to cover costs of food, crafts, etc. for upcoming event. Treasure Keeper then disburses money to dads who bought thing for the Circle
    0. There will be a $10.00 service charge fee for checks returned by the bank for any reason.

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_____ _____
Volunteer Signature Date

_____ _____
Director/Coordinator Signature Date

Y-ADVENTURE GUIDES

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YMCA of San Diego County
Expedition Officer Position Description

Name:
Branch:

Position Title: Scout
Reports To: **Expedition Navigator**
Program Director

General Function: To serve as an over-seer of the Expedition's annual calendar of events and to assist in recruiting individuals to establish and form new Circles. He/She is also responsible to work on an Expedition Roster and to place new members in Circles

Specific Duties:

- Monitor and assist the Circles in sponsoring Expedition events.
- Periodically follow-up with Circles responsible for Expedition events and ensures that the events are well planned and organized.
- Collect info from Circles sponsoring an event, information to help future Circles in planning that event.
- Construct a preliminary calendar for the year following his/her year in office.
- Assist in recruiting individuals to establish and form new Circles
- Work with Y-Adventure Guide Program Director to develop Expedition Roster by placing new members in Circles.
- Assist the Expedition Navigator as necessary, and act in the place of Expedition Navigator in his/her absence.
- Train new Scout at conclusion of term in office.
- Represent the YMCA in a positive manner.
- Assist in the YMCA Annual Support Campaign, and encourages Circle members to do the same.

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_____ _____
Volunteer Signature Date

_____ _____
Program Director Signature Date

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YMCA of San Diego County
Expedition Officer Position Description

Name:
Branch:

Position Title: Log keeper
Reports To: Expedition Navigator/ Program Director

General Function: The Log Keeper is responsible for ensuring the Expeditions newsletter is complete and accurate.

Specific Duties:

- Take accurate minutes at the Expedition meeting, or assign as necessary in your absence.
- Compile the newsletter each month to include the Expedition meeting minutes along with other pertinent information.
- Submit newsletter each month to the designated YMCA Director by the established due date.
- Maintain Expedition's public address system and ensures availability at necessary Expedition events.
- Assist Expedition Navigator in other ways as necessary.
- Train new Log keeper at conclusion of term in office.
- Represent the YMCA in a positive manner.
- Assist in the YMCA Annual Support Campaign, and encourages Circle members to do the same.

Notes: Expedition newsletter should include:

- Expedition meeting minutes
- Circle scouting reports
- Information for upcoming events
- Current roster of Circle Navigators
- Calendar items with names of responsible persons
- YMCA materials as needed

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_____ _____
Volunteer Signature Date

_____ _____
Director/Coordinator Signature Date