

## Area Popcorn Coordinator Job Description

Appointed by: Council Popcorn Coordinator

**Objective:** The Area Popcorn Coordinator works with their Groups to ensure a successful Popcorn Fundraiser. In addition to Groups successfully running this as the primary annual fundraiser, the youth will be able to be “better prepared for success in the world”

### Principal Responsibilities:

1. Work closely with Groups in their Area to ensure they have a Group Popcorn Coordinator in place
2. Work with the Group Coordinators to support them submitting orders to Trail’s End, and payment for their order and other training.
3. Help each group set their goals: financial, social, leadership etc.
4. Help with the Area Popcorn Kickoff, working with the Council Coordinator
5. Send communications to each Group to make sure they have all the information about the campaign, and keep the enthusiasm
6. Help coordinate sorting and pickup at the warehouse
7. Distribute sales support materials, including order forms and envelopes
8. Assist groups in planning and executing Group Kickoffs, and prizes
9. Promote the campaign across your area to all Scouters, parents, and youth.
10. Include the community and social media in the campaign – reach out the MPP’s, MP’s, Mayor, etc. for photos
11. Review the campaign with your groups and council

### Qualifications:

- Effective team management skills; working with Group Commissioners and Coordinators to get them on board, keep them on board, and help them be successful.
- Effective Communications skills: speaking to groups for the Kickoff, mass email to communicate with Groups, social media promotion and phone calls for support.
- Attention to Detail
- Familiar with Scout Popcorn and Trail’s End
- Passionate about the Scouting Mission and Youth