

Junior Gathering Volunteer Job Description

Supply Coordinator

Committee: N/A
Communicate with: Junior Gathering Coordinator
JG Group Coordinators
Gathering Associate
LA Supply Coordinator
Work Grant: 50% of all Basic Fees

Time Commitment: 20-25 hours prior to Gathering; 8 hours during Early Week; 5 -10 hours during Gathering plus time at close of Gathering to re-collect, sort & load supplies

Description:

FGC maintains a large number of supplies for the Gathering. The JG Supply Coordinator assists the JG Coordinator in keeping an up-to-date inventory of all of the supplies FGC maintains. Each Group coordinator for each age-level group (11 to 13 in all) makes a list of the supplies they will need and submits it to the Junior Gathering Coordinator or the JG Supply Coordinator directly. The JG Supply Coordinator compares all requests to the inventory and either orders additional supplies directly or submits a list of needed items to either the JG Coordinator or the Gathering Associate.

Responsibilities

- Stay in contact with Jr Gathering Coordinator with reference to needed supplies.
- Compare requests to inventory to produce lists of items needed.
- Maintain a list of what is needed and what has been procured.
- Arrive early to Gathering to sort supplies and supervise distribution of supplies.
- Recruit helpers to sort and distribute supplies to the Group locations. (Recruiting helpers to return supplies can be done through the Lend a Hand table at the Gathering)
- Remain in contact with the LA Supply Coordinator throughout the Gathering in the case of a need for more supplies.
- As much as possible, inventory remaining supplies as they are returned.
- Supervise re-collecting, sorting, and loading supplies to return to Local Arrangements and FGC office.

Requirements

- Attention to detail
- Access to email or a fax
- Computers skills needed may include: Microsoft Excel, Google Docs, and/or Survey Monkey.

Approved by JG Subcommittee of LRCP, 3-5-10