

JOB DESCRIPTION

POSITION TITLE: Team Scout

ACCOUNTABLE TO: LOCAL RECRUITER

DEPARTMENT: HUMAN RESOURCES

HOURS OF WORK: FLEXIBLE / PROJECT WORK

ISSUE DATE: JANUARY 10, 2013

JOB PURPOSE / OBJECTIVES

The Team Scout is responsible for finding prospective team members, introducing them to our project, and telling them how to get in touch with us. We build our team mostly based on referrals. They also recruit others to be Team Scouts.

Key Responsibilities Listed in Order of Importance

Activity 1: Coordinate With and Report to Local Recruiter

- Complete basic training to learn the simple processes to be followed
- Work with the Local Recruiter to get copies of the information packages and tracking forms or download them
- Update the Local Recruiter of your progress as required
- Ask the Local Recruiter for additional information or assistance as required

Activity 2: Find, Contact and Track Prospective Team Members

- Develop a list of people you know who you feel 'might' be interested in working with us
- Contact the prospective team members on your list and offer them the information packages we provided
- Use a tracking system that is right for you to manage your list and track your contacts

Team Scout – Job Description



EDUCATION AND EXPERIENCE

No formal education or experience is required. Anyone may be a Team Scout.

PHYSICAL CAPABILITIES

There are no restrictions.

Note: This position is available for volunteers and interns. It is not a paid position. Participants will be entered in our exclusive Loyalty Rewards Program. This is a general job description of the main functions of the position and is not intended to cover all of the detail of the work requirements.