



Roverway is an international Guides and Scouts camp for Rovers (aged 16 to 22) from all over Europe. The camp typically consists of two parts: the Paths, where the participants explore Switzerland in smaller groups of around 70 people, and a main camp. The last Roverway took place in Norway in 2024 and lasted eleven days. Approximately 5500 Guides and Scouts participated. The next Roverway is scheduled to take place in Switzerland in 2028. That is why we are looking for a:

## Visitor Coordinator

As Visitor Coordinator, you work together with your team to ensure that day visitors, families, partner organisations and other guests feel welcome, receive the information they need and experience Roverway at its best.

You coordinate the entire visitor process, from registration and arrival to departure. This includes visitor registration, check-in and check-out, managing the information desk, as well as coordinating tours and visits. You also ensure that access is properly managed and that the childcare offer is coordinated.

You will be part of the department "Volunteer & Visitor Operations" within the Division People.

What you can expect:

- A monthly meeting with your division
- Approx. 4h of volunteer work per week
- The opportunity to contribute your expertise and develop your skills
- Collaboration with international contacts (including within your division crew)
- Expansion of your network at the national and international levels
- Helping to create an international Guiding and Scouting experience for approx. 5000 participants and approx. 1000 volunteers

What you bring to table:

- Time, enthusiams, and motivation for a multi-year commitment
- A drive to create and contribute
- Experience in welcoming and supporting guests, visitors or events is an asset
- Enjoyment in working with people and a strong service-oriented mindset
- Strong organisational skills and the ability to keep an overview, even in busy situations
- Ability to maintain an overview of a project
- Good English skills and/or proficiency in another national language

What we need from you:

- Your resume (including your Guiding and Scouting career as well as on Guiding and Scouting reference)
- A short letter of motivation answering the following questions (an email is sufficient)
- What interests you about this project?
- Why are you the right person for this division?





Do you still have questions?

Feel free to contact us if anything is unclear, if you have any questions, or if you'd just like to have a casual conversation without any obligation. We look forward to hearing from you and learning about your ideas.

Division Lead People

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