



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:

Registration Manager

The registration process is the very first contact point for our future participants and therefore crucial for the first impression of the event. Our goal is to design a clear, well-structured and smooth registration process.

As Registration Manager, you take responsibility for the planning, implementation and continuous improvement of the entire registration process. This includes administering the Registration Platform, as well as ensuring the collection, accuracy and further development of participant data in collaboration with the Participant Data Manager.

You will be part of the "Registration & Data" Department within the People Division.

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, enthusiasms, and motivation for a multi-year commitment
- A drive to create and contribute
- Experience in event registration, application processes or administrative systems (e.g. databases, event platforms) would be advantageous
- 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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