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

Registration is the first formal step towards Roverway for many people. As Registration Manager, you own the overall registration process and ensure that different groups can register clearly and reliably.

You plan and test workflows, forms, deadlines and status changes, coordinating requirements with Data, Journey, IT and Finance. Together with People Communications, you help ensure that registration steps and changes are explained clearly.

As a Registration Manager, you are 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, enthusiams, and motivation for a multi-year commitment
- A drive to create and contribute
- Experience in team leadership, team development, coaching, supporting groups or organising team activities is an asset
- Enjoy supporting people and fostering a positive and inclusive team culture
- Empathy and the ability to understand the needs of different people
- Strong communication and interpersonal skills
- Ability to maintain an overview of a project
- Good English skills and/or proficiency in another national language

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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