

## 7b. School Swap Coordinator

**Supervision received:** Student Projects Coordinator

**General Responsibilities:** The School Swap Coordinator recruits participants and arranges event plans.

### **Specific Responsibilities:**

- Maintains a thorough knowledge and understanding of, and ensures adherence to NACA policies and procedures, as well as other applicable laws and regulations.
- Develop descriptions and registration materials for School Swap event for registration website. This includes determination of judging categories.
- Working within available budget, determine recognition awards.
- Coordinate the registration of schools participating upon arrival at the conference and coordinate any onsite registration.
- Recruit judges and communicate in advance of conference to secure their participation.
- Manage all aspects of event including setup, judging time, event, and breakdown.
- Integrates NACA goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Submits at least one educational program proposal for the regional conference by the deadline.
- Attends all regularly scheduled regional meetings.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Actions Principles* to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Adheres to minimum guidelines for regional conferences.

**Term of Service:** September 15 of the current year through December 15 of the next year

(For Northern Plains, March 15 of the current year through May 30 of the next year)

### **Qualifications:**

- The School Swap Coordinator must be a graduate or undergraduate student at an NACA member institution (note: if the volunteer changes institutions during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of starting at the new institution.)
- The School Swap Coordinator must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.). [\[Return to Position Index\]](#)