



## **PI Anchor Coordinator Job Description**

The Pilot International Anchor Coordinator is appointed by the Pilot International President. The Coordinator is selected based on the following criteria:

- Experienced with and understands the Anchor program
- Communicates effectively with Anchor leadership at the district and club levels
- Possesses leadership skills at the club and district levels

### **Duties of the PI Anchor Coordinator:**

- Responsible for growth and expansion in the organization as directly relates to annual goals submitted by the appointed coordinator to the PI President and Executive Committee
- Reviews written material(s) pertaining to the Anchor program for accuracy and updates
- Suggests new pieces to be added to Anchor resources to enhance and grow the program
- Understands the Anchor Club Manual, including Anchor Bylaws and Policies
- Participates in and promotes the Anchor Awards Program
- Reviews all marketing pieces

### **Additional duties:**

- Serves as a member of Anchor Committees such as the Anchor Advisory Committee; participates in program conference calls
- Maintains contact with District Anchor Coordinators; assists as needed and also assists the Anchor Specialist at PI Headquarters throughout the year
- Assists with planning and participates in the Annual Anchor Leadership Summit
- Provides support for activities at the Anchor Leadership Summit; may lead a workshop or activity
- Helps promote the Compass Club program to graduating seniors and Pilot Clubs