



PI Compass Coordinator Job Description

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

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

Duties of the PI Compass 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 Compass program for accuracy and updates
- Suggests new pieces to be added to Compass resources to enhance and grow the program
- Understands the Compass Club Manual, including Bylaws and Policies
- Participates in and promotes the Compass Awards Program
- Reviews marketing pieces

Additional duties:

- Serves as a member of Compass Committees such as the Compass Advisory Committee; participates in scheduled program conference calls
- Maintains contact with District Compass Coordinators; assists as needed and also assists the Compass Specialist at PI Headquarters throughout the year
- Assists with planning and participates at the annual Pilot Convention
- Provides support with activities at the annual Pilot Convention; may lead a workshop or activity geared specifically for Compass members
- Promotes the Compass Club program to graduating seniors and Pilot Clubs