



PACK 843

VOLUNTEER ROLE DESCRIPTIONS

Title

Committee Chair

Typical months of activity

Full year

Time Commitment

- 4-6 hours per month, though most months will require less than that
- Busier months are August thru October, as the school year gets underway and Pack activities begin to ramp up

Requirements

- Scout Leader uniform: No.
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Attend District Roundtables when possible (they occur monthly)
- At least 21 years old
- Must take Cub Scout leader training
- Good delegator and organizer

Description

One of the three primary leaders of the Pack (in addition to Cubmaster and Chartered Org Rep). Committee Chair is the chief organizer, responsible for proactively monitoring the details of Pack operations. Committee chair is the primary advocate for the program, while Cubmaster is the primary advocate for the scouts.

- Complete Basic Cub Scout Leader training and monthly roundtables (most online)
- Conducts monthly committee meetings
- Delegates responsibilities to committee members, makes sure all are doing their part.
- Supervises annual Pack Program Planning Meeting (schedule and budget) to develop a year-long Pack Program Plan
- Responsible for all necessary “paperwork” including new membership enrollment, adult leadership enrollment, Boy's Life subscriptions and re-chartering (with Cubmaster)
- Works closely with Cubmaster to support Pack program
- Actively recruit leaders for Pack continuity.

Benefits

- Opportunity to make major positive impact on the kids in the community
- A major influencer of Pack schedule and program
- Social interaction in your community
- Satisfaction of helping to pull it all together

Title
Cubmaster

Typical months of activity
Full year

Time Commitment

- 6-8 hours per month, though some months will require less than that
- Primary activity will be surrounding the Pack meetings and working with Den Leaders

Requirements

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Attend roundtables
- At least 21 years old
- Effective communicator
- Comfortable public speaker
- Able to delegate some of the work to Assistant Cubmaster(s)
- Leadership training
- Youth Protection Training – every 2 years

Description

One of three primary leaders of the Pack (the others are Committee Chair and Chartered Org Rep). Cubmaster is the visible focal point for the Pack, responsible for creating a positive, fun experience. Cubmaster is the primary advocate for the scouts, while Committee Chair is the primary advocate for the program.

- Serve as Master of Ceremonies for monthly Pack meetings
- Planning the Pack programs with the help of the other leaders
- With Committee Chair, using the Cub Scout Program and the support of the committee to plan a year-long program for Pack meetings
- Guiding, supporting, motivating, and inspiring the other adult leaders. Make sure they receive training and recognition for their positions
- Actively recruit leaders for continuity of Pack.

Benefits

- Opportunity to make major positive impact on the kids in the community
- Active role in defining Pack schedule and program
- Social interaction in your community
- You get to see the glimmer in their eyes and hear the giggles as you act like a total goof (though while still garnering their respect as Akela!)

Title

Assistant Cubmaster (Cubmaster-in-training)

Typical months of activity

September thru May

Time Commitment

- 4-6 hours each month
- Primary activity will be surrounding the Pack meetings and helping the Cubmaster

Requirements

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Comfortable public speaker
- Leadership training
- Youth Protection Training – every 2 years
- Responsible for registering new scout

Description

Assistant Cubmaster is the Cubmaster's visible companion and backup, filling in as focal point for the Pack when Cubmaster is not available.

- Assist the Cubmaster as needed
- Help to keep order during the Pack meetings
- Every Pack should have at least one assistant Cubmaster. In most Packs, two or three will be helpful, allowing the Cubmaster to divide the responsibilities.
- Help plan Pack activities and events.

Benefits

- Be recognized in the community as supporting our kids and providing a quality program.
- If Cubmaster is acting like a total goofball for the kids, you get to participate either as a serious enforcer, or as another goofball.

Title

Advancement Coordinator

Typical months of activity

September thru May

Time Commitment

- 1-2 hours per month at Scout Shop
- 1-2 hours per month to organize awards

Requirements

- Scout Leader uniform: No
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Easy access to the local scout shop, Flag Plaza, downtown Pittsburgh
- Maintain Scoutbook

Description

Coordinate all achievement and award activity for the Pack. Also, maintain the records of awards thru Scoutbook.

- Understand Cub Scout and Webelos Advancement plus train parents and leaders on advancement.
- Help train Den Leaders on the use of Scoutbook.
- Verify Den Advancement reports, order and assemble appropriate awards for Pack meetings.
- Provide lists as needed for award ceremonies.
- Work closely with Cubmaster to arrange graduation ceremonies.
- Maintain all records of past and present scout advancements.

Benefits

- Learn the scouts names, and gain insight into their special interests and accomplishments.
- Get to watch scouts get recognition for their hard work.

Title

Resident Camp Coordinator

Typical months of activity

January up until Resident Camp

Time Commitment

- 5 hours per month (April/May/June)
- 1-2 hours per month (other months)

Requirements

- Scout Leader uniform: No
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Understanding and acceptance of the criticality of this position, knowing that camping is one of the most fun and most exciting aspects of scouting

Description

- Learn how to get registered for camp through a simple but very time-sensitive process.
- Identify and communicate the various camping opportunities available at the various rank levels, in line with the Pack culture as coordinated with Pack leadership
- Contact the camping office (for the district), get camping slots, keep track of the deposits, and most importantly, keep the kids going to camp.
- Get current camp's information and maps
- Assist and/or make recommendations in determining how transportation should be handled
- Ensure that required paperwork is completed and returned to district/camps on a timely basis
- Work with Treasurer and Committee to determine camping allowance awards/camperships and how to best apply those awards.
- Keep the OUTING in scOUTING!
- Provide written information about camp to those attending, and/or call those signed up prior to camp. This is to ensure that everyone is aware of the date and what to bring.
- Handle questions from parents about the camp.
- Collect health forms prior to leaving for camp.
- Arrange swim test for before camp.

Benefits

- Camping is one of (if not the) best experiences that a scout will have, and you will play the primary role in helping them to get there!

Title

Popcorn Kernel

Typical months of activity

August through November (short time but intense)

Time Commitment

8 hours per month for inventory/reconciliation of spreadsheet

8 hours per month of counting and deposit of funds

8 hours per month of organizing/tracking/promoting show-and-sells.

Requirements

- Scout Leader uniform: No
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Proficient at spreadsheets, specifically Excel
- Comfortable communicating and motivating the scouts and their parents

Description

- Plan and conduct show-and-sells and walk-about sales. (includes marketing and calls)
- Able to maintain and update sales (if needed) and Pack info in Popcorn on-line system
- Provide scouts with the materials to perform their sales activities
- Determine awards and market those awards to the scouts
- Provide sales training to the scouts, typically in the form of simple documentation and perhaps a skit at the Pack meeting that kicks off the fundraiser
- If applicable, meet with the others in the district to find out when, where, how much, and what we get back.
- Coordinate the product distribution to the scouts, securing a drop-off/distribution point (typically at the fire station)
- Keep track of the sales, funds, and prizes, as well as the history of those sales so that trends and long-term (multi-year) prizes can be tracked and awarded.
- Work with the Treasurer to ensure proper review, reconciliation and disposition of the collected funds
- Place orders with the popcorn vendors
- Store popcorn and keep accurate inventory/records (count money weekly, etc)
- Delegate tasks as needed to Assistant kernels.

Benefits

- Great impact on the level of funding the Pack receives to provide a better program for scouts.
- Great impact on helping scouts learn selling and earn money for their scout accounts.

Title

Assistant Popcorn Kernel

Typical months of activity

August thru November

Time Commitment

4 hours per month for inventory/reconciliation of spreadsheet

4 hours per month of counting and deposit of funds

4 hours per month of organizing/tracking/promoting show-and-sells.

Requirements

- Scout Leader uniform: No
- Attend Pack Committee meetings: No
- Register with council (Committee Chair will manage this): No
- Comfortable communicating and motivating the scouts and their parents

Description

Assistant Popcorn Kernel is the Popcorn Kernel's visible companion and backup, filling in and helping where possible.

- Assist the Popcorn Kernel as needed
- Help to keep track of inventory, show and sells, and cash flow.
- Help with set up/shut down on show-and-sells.
- Help with weekly money counts/deposit.

Benefits

- Great impact on the level of funding the Pack receives to provide a better program for scouts.
- Great impact on helping scouts learn selling and earn money for their scout accounts.

Title
Secretary

Typical months of activity

August thru May

Time Commitment

- 2 hours per Pack Committee meeting per month

Requirements

- Scout Leader uniform: No
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Training: Youth Protection training
- Detail-oriented
- Able to take thorough notes during leadership meetings and convert those to full minutes for distribution to Pack leadership team

Description

- Work with Committee Chair to set and distribute monthly leader meeting agenda
- Record and distribute minutes of committee meetings.

Benefits

- Know a lot of what goes on behind the scenes of the Pack!

Title

Treasurer

Typical months of activity

Full year

Time Commitment

- 2-4 hours per month; heaviest months are around the fundraising consolidation and the Fall re-chartering

Requirements

- Scout Leader uniform: No
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Experience with basic budgets and accounting
- Easy access to secured computer and Excel

Description

Develop, with committee support, a sound financial program using Pack Budget Plan.

- Approve all budget expenditures and maintain accurate records
- Maintain a bank account in the Pack's name and arrange for all transactions
- Collect dues
- Report on the Pack's financial condition at committee meetings and (periodically) at Pack meetings
- Work with Fund Raising Coordinators in conducting council-approved, Pack money-earning projects
- Maintain up-to-date Pack Property Inventory
- Present monthly financial reconciliation documentation to Committee Chair for his/her review and approval

Benefits

- Provide tangible stewardship of Pack's solvency and viability

Title
Webmaster

Typical months of activity
Full year

Time Commitment
• 1 hour per month

- Requirements**
- Scout Leader uniform: No
 - Attend Pack Leaders meetings: Upon request
 - Register with council (Committee Chair will manage this): No
 - Experience with or willingness to learn website practices
 - Computer and internet access required

- Description**
- Maintain a Pack website (Pack843.org) that also acts as a repository for pictures, program notes and other Pack documentation.
 - Work with the Cubmaster, Committee Chair, and others to ensure that the website reflects the Pack culture
 - Work with the other Pack leadership to ensure that the website meets their practical needs, and the Pack's general communication needs.

- Benefits**
- A great way to learn about websites for a group that would greatly appreciate your unique abilities.

Title

Summertime Activity Coordinator

Typical months of activity

May thru August

Time Commitment

- 2 hours per month (June/July/August)
- 1-2 hours per month (other months)

Requirements

- Scout Leader uniform: No
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Understanding and acceptance of the criticality of this position, knowing that camping/outings are one of the most fun and most exciting aspects of scouting

Description

- Set up three events for the summer (one each month).
- Identify and communicate the various outing opportunities available at the various rank levels, in line with the Pack culture as coordinated with Pack leadership
- Work with Pack adults to have a Lead for each event.
- Assist and/or make recommendations in determining how transportation should be handled
- Ensure that required paperwork is completed (if necessary) and returned on a timely basis
- Keep the OUTING in scOUTING!
- Provide written information about those attending, and/or call those signed up prior to events. This is to ensure that everyone is aware of the date and what to bring.
- Handle questions from parents about the events.
- Collect health forms prior to leaving for events if needed.
- Point of contact to outside agencies when organizing events.

Benefits

- Camping and outings are one of (if not the) best experiences that a scout will have, and you will play the primary role in helping them to get there!

Title**Hoagie Honcho****Typical months of activity**

January and February

Time Commitment

4-6 hours per month (during sale months)

Requirements

- Scout Leader uniform: No
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Proficient at spreadsheets, specifically Excel
- Comfortable communicating and motivating the scouts and their parents

Description

- Plan and conduct Hoagie sales.
- Provide scouts with the materials to perform their sales activities
- Coordinate with grocery store for order sheets items.
- Provide sales training to the scouts if needed.
- Place orders with the hoagie vendor.
- Coordinate the product distribution to the scouts, securing a drop-off/distribution point (typically a Pack meeting or Den meeting)
- Keep track of the sales, funds, and prizes (if any), as well as the history of those sales so that trends and long-term (multi-year) prizes can be tracked and awarded.
- Work with the Treasurer to ensure proper review, reconciliation and disposition of the collected funds

Benefits

- Great impact on the level of funding the Pack receives to provide a better program for scouts.
- Great impact on helping scouts learn selling and earn money for their scout accounts.

Title

Religious Coordinator

Typical months of activity

August through May

Time Commitment

2-4 hours per month

Requirements

- Scout Leader uniform: No
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): No
- Attend periodic District Roundtables
- Comfortable communicating and motivating the scouts and their parents

Description

- Distribute information regarding available religious awards.
- Provide scouts with the materials to needed to earn awards if needed.
- Coordinate with Den Leaders so awards are entered into Scoutbook properly.
- Meet with Dens to encourage participation.

Benefits

- Religious awards are one of the few worn on their uniform through all scouting and travel with them into BSA.
- Great impact on helping scouts learn about and improve their relationship with God.

Title

Den Leader

Typical months of activity

School year

Time Commitment

- 8-10 hours per month, depending upon den and Pack activities

Requirements

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- District roundtable attendance optional
- Complete Trainings
- At least 21 years old
- Interested in working with scouts in small groups

Description

The Den Leader is the primary adult contact with the scouts, and as such is the most important volunteer role in the Pack. Typically, a den has 4-8 scouts, all in the same school grade. The Den leader is typically the parent of one of the scouts in the den. The den leader provides an ongoing den program that typically includes 2 den meetings per month during the school year. Use Den meetings to provide advancement activities, field trips, crafts, games and other fun scout stuff.

- Guide, support, motivate, and inspire the scouts in your den
- Strong advocate and preferably a participant in outdoor activities like camping
- Facilitate your Den's participation in Pack meetings and Pack activities, such as helping to prepare your den for Pinewood Derby, performing skits, or conducting flag ceremonies.
- Guide the scouts in your den through the advancement process. Keep advancement records that are also shared with the Pack Awards Chair so advancements can be purchased and awarded in a timely fashion (using Scoutbook).
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den experience.
- Help ensure that your scouts participate in Pack activities and fund raising.

Benefits

- Opportunity to make direct positive impact on scouts on a personal level.
- You get to learn all sorts of funny and gross songs!

Title

Assistant Den Leader

Typical months of activity

School year

Time Commitment

- 4-6 hours per month, depending upon den and Pack activities

Requirements

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: No
- Register with council (Committee Chair will manage this): Yes
- At least 21 years old
- Interested in working with scouts in small groups

Description

The Assistant Den Leader is the primary aide to the Den Leader. Typically, a den has 4-8 scouts, all in the same school grade. The Assistant Den leader is typically the parent of one of the scouts in the den. The den leader provides help the Den Leader in an ongoing den program that typically includes 2 den meetings per month during the school year. Use Den meetings to provide advancement activities, field trips, crafts, games and other fun scout stuff.

- Guide, support, motivate, and inspire the scouts in your den
- Strong advocate and preferably a participant in outdoor activities like camping
- Facilitate your Den's participation in Pack meetings and Pack activities, such as helping to prepare your den for Pinewood Derby, performing skits, or conducting flag ceremonies.
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den experience.
- Help ensure that your scouts participate in Pack fund raising activities.

Benefits

- Opportunity to make direct positive impact on scouts on a personal level.
- You get to learn all sorts of funny and gross songs!

Pack Structure

