



**CUB SCOUT
PACK 374**

LEADER POSITION DESCRIPTIONS

Pack 374 Leader Position Descriptions

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Pack 374 Leader Position Descriptions

INTRODUCTION

In 2017, I was the pack committee chair and attended our council's fall Wood Badge course. My ticket vision was "to provide opportunities for parents of Tiger & Wolf Cub Scouts to assume some pack leadership positions, and to have well trained leaders, creating a stronger, more sustainable pack for the boys." (Note: this vision was written before the announcement to include girls in Cub Scouts, but it should be read to include them as well.) This vision originated from the fact that a majority of pack leadership positions were being performed by a small group of individuals, many of whom had sons that were Webelos and would be leaving the pack in the near future. Creating these position descriptions fulfills one of the goals of my Wood Badge ticket, and helps contribute to my vision of "creating a stronger, more sustainable pack."

Until now, our pack referred to the BSA position descriptions when trying to recruit parents into leadership roles. In many ways, parents see the BSA position descriptions as being unrealistic with today's family schedules, requiring too much time commitment. As a result, finding parents willing to volunteer for leadership positions was difficult, and those who did volunteer had to take on multiple responsibilities to help the pack go.

By creating these position descriptions, I want to break the work required to run "a stronger, more sustainable pack" into more reasonable responsibilities and time requirements, much more acceptable and in-line with today's families. With today's hectic, busy households, asking several leaders to each dedicate 5 or more hours per week will not be met with success. Keeping this in mind as much as possible, I wanted these position descriptions to require less than 4 hours per week, and many of them only require 2 or 3 hours per week, including meeting time.

The Leader Position Descriptions on the following pages are intended to be a guideline only; more or less may be needed, depending on the events taking place and the size of the pack. Today, these position descriptions are relatively realistic. As with anything in a volunteer organization, these position descriptions may need to be expanded or contracted to remain realistic and sustainable, and as such they are subject to modification to accommodate the future needs of Cub Scout families and Pack 374.

It is my hope that these position descriptions continue to help fulfill the goal of making Pack 374 "a stronger, more sustainable pack" in the Menifee community, well into the future.

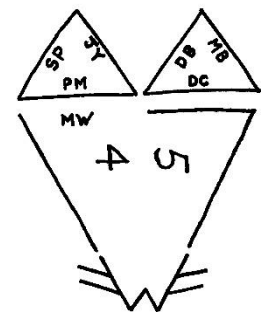
Yours in Scouting,



Dave Boring

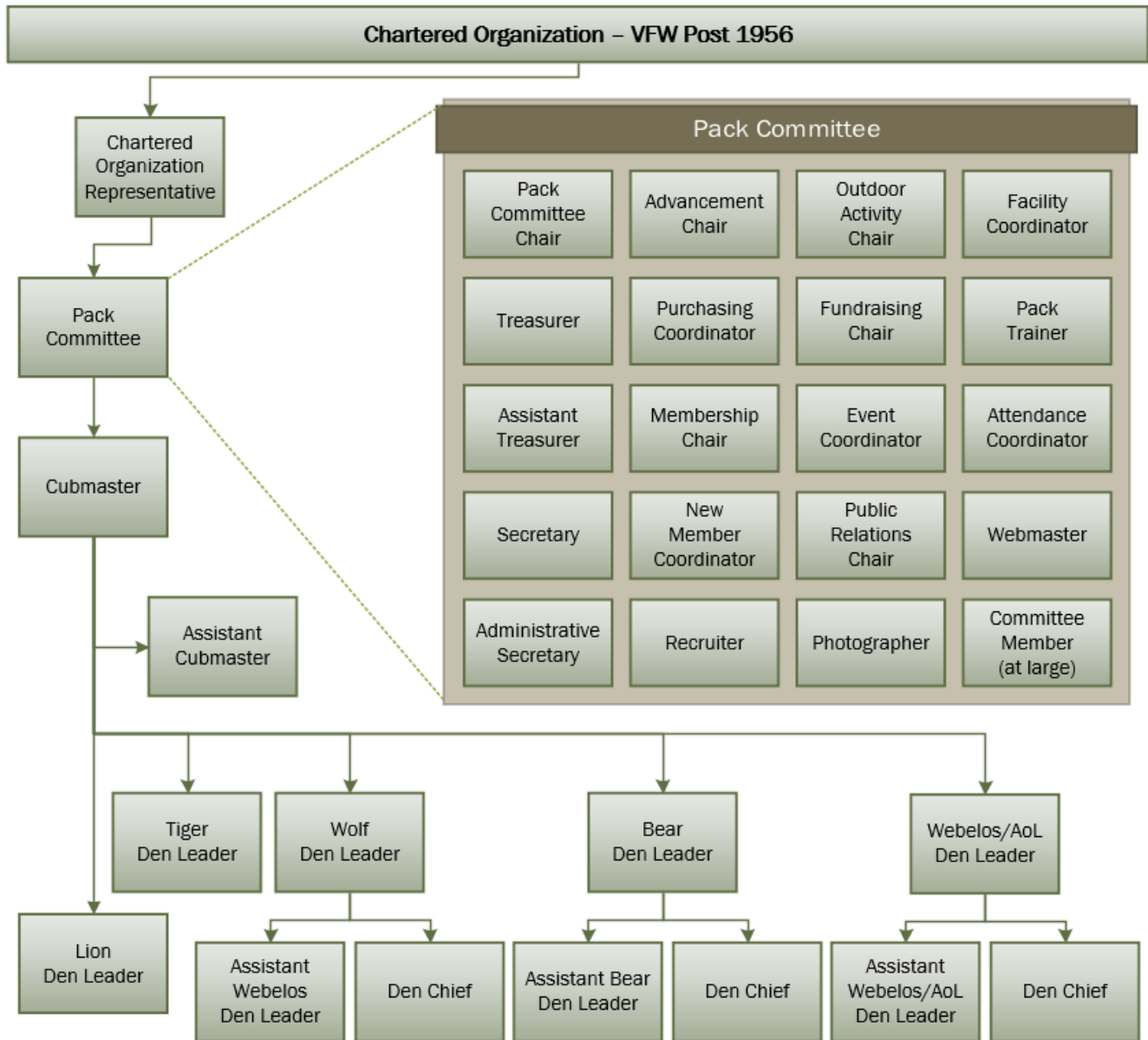
March 2018

W4-45-17-2, "I used to be a Fox, and a good ol' Fox too!"



Pack 374 Leader Position Descriptions

PACK LEADERSHIP ORGANIZATION CHART



- The Chartered Organization (CO) has obtained a charter from Boy Scouts of America National Council to operate Pack 374. The Chartered Organization Representative is appointed by the CO to be the primary point of communication between the CO and the Pack.
- The Pack Committee performs the administrative functions for the Pack. The Pack Committee Chair oversees the operations of the Pack Committee and is the primary point of contact with the Chartered Organization Representative.
- The Cubmaster, Assistant Cubmaster(s), Den Leaders, and Assistant Den Leaders work directly with the Cub Scouts and their families to deliver the Scouting program.
- Den Chiefs are Boy Scouts that assist the Den Leaders.

Pack 374 Leader Position Descriptions

CUBMASTER

Program

Position Description

- Plans and conducts the monthly pack meetings.
- Promotes family participation in all pack events.
- Solicits input from and works with Assistant Cubmaster(s) to plan upcoming pack meetings.
- Sets a positive example for the scouts and leaders in actions and speech.
- Is a coach and advisor to the Den Leaders and Assistant Den Leaders.
- Identifies & recruits parents to be Den Leaders and Assistant Den Leaders.
- Identifies & recruits parents to be Assistant Cubmasters.
- Coordinates with Advancement Chair to distribute awards to scouts at pack meetings in a meaningful manner.
- Coordinates the total Cub Scout program in the pack, maintaining a quality, year-round program.
- Facilitates and conducts major ceremonies such as Arrow of Light award and annual crossing over.
- Procures supplies for pack meetings.
- Manages pack budget for supplies.
- Signer on the pack checking account.
- If unable to attend a pack meeting, communicates and makes arrangements with Assistant Cubmaster and/or Pack Committee Chair.
- Performs any other tasks, as needed.

Desired skills & requirements

- Organized; detail oriented.
- Realizes that an adult leader is just a Cub Scout in a larger uniform.
- Enjoys having fun with the scouts, interacting with them in an age-appropriate manner.
- Encourages fun atmosphere through scouting songs, skits, cheers, and games.
- Ability to plan pack meetings, preferably several weeks or months in advance.
- Maintains good communication and relationships with Den Leaders, Assistant Den Leaders, Assistant Cubmaster, and parents/guardians.
- Ability to work with other leaders to build consensus.
- Discreet; able to maintain private/sensitive information.
- Regularly attends monthly pack committee meetings.
- Participates in annual pack planning meeting.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Cubmaster (CM)" within 30 days of registering.
- Will complete BALOO (Basic Adult Leader Outdoor Orientation) training as soon as possible, and before the next pack camping event.
- Will complete Den Chief training if the pack utilizes a Den Chief from a local Boy Scout troop.

Estimated hours per week, average

2-4, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

ASSISTANT CUBMASTER

Program

Position Description

- Works with Cubmaster to plan upcoming pack meetings.
- Promotes family participation in all pack events.
- Is ready to fill in for the Cubmaster, if needed.
- Sets a positive example for the scouts and leaders in actions and speech.
- If unable to attend a pack meeting, communicates and makes arrangements with Cubmaster and/or Pack Committee Chair.
- Performs any other tasks, as requested by the Cubmaster.

Desired skills & requirements

- Realizes that an adult leader is just a Cub Scout in a larger uniform.
- Enjoys having fun with the scouts, interacting with them in an age-appropriate manner.
- Encourages fun atmosphere through scouting songs, skits, cheers, and games.
- Ability to plan pack meetings, preferably several weeks or months in advance.
- Maintains good communication and relationships with Den Leaders, Assistant Den Leaders, Cubmaster, and parents/guardians.
- Regularly attends monthly pack committee meetings.
- Participates in annual pack planning meeting.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Cubmaster (CM)" within 30 days of registering.
- Will complete BALOO (Basic Adult Leader Outdoor Orientation) training as soon as possible, and before the next pack camping event.
- Will complete Den Chief training if the pack utilizes a Den Chief from a local Boy Scout troop.

Estimated hours per week, average

1-3, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

DEN LEADER

Program

Position Description

- Works directly with Cub Scouts and their parents/guardians to execute the Cub Scouting program in the den.
- Plans and conducts the weekly den meetings.
- Promotes family participation in all pack events.
- Solicits input from and works with Assistant Den Leader to plan upcoming meetings, delegating responsibility as necessary.
- Sets a positive example for the scouts in actions and speech.
- Ensures the transition of Cub Scouts to a den of the next rank (or to a Boy Scout troop if Webelos Scouts) at the end of the year by encouraging them to earn the adventures for advancement.
- Works with parents/guardians to ensure all scouts complete work for missed meetings.
- Helps train the Den Chief and guide him in working with Cub Scouts. Attends Den Chief training with him. Sees that he receives recognition for his efforts at den and pack meetings.
- Provides meaningful responsibilities for the Denner and Assistant Denner so that they can learn responsibility and gain satisfaction from their efforts.
- Tracks scout advancement, utilizing resources provided by the pack.
- Coordinates with Advancement Chair to distribute awards to scouts in a meaningful manner.
- Procures supplies for den meetings.
- Manages den budget for supplies.
- Ensures all scouts are released to their parents/guardians at the end of the meeting before leaving.
- If unable to attend a meeting, communicates and makes arrangements with Assistant Den Leader and/or Cubmaster.
- Performs any other tasks, as requested by the Cubmaster.

Desired skills & requirements

- Organized; detail oriented.
- Realizes that a Den Leader is just a Cub Scout in a larger uniform.
- Enjoys having fun with the scouts, interacting with them in an age-appropriate manner.
- Encourages fun atmosphere through scouting songs, skits, cheers, and games.
- Ability to plan den meetings, preferably several weeks or months in advance.
- Ability to delegate tasks to Assistant Den Leader.
- Maintains good communication and relationships with Assistant Den Leader, Cubmaster, and den parents/guardians.
- Discreet; able to maintain private/sensitive information.
- Regularly attends monthly pack committee meetings.
- Participates in annual pack planning meeting.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Den Leader Position Specific (DL)" within 30 days of registering.

Additional: Lion & Tiger Den Leader

- Will ensure the 1:1 youth-to-adult ratio is maintained at all meetings.
- Coordinates shared leadership among the adult partners in the den.

(continued)

Pack 374 Leader Position Descriptions

DEN LEADER (cont.)

Additional: Webelos Den Leader

- Will work with the Assistant Den Leader & Cubmaster to plan and conduct at least one den campout per year, in addition to any pack campouts.
- While working toward Arrow of Light, will work with the Boy Scout Troop 374 Scoutmaster to plan and conduct at least one joint den campout with the troop, in addition to any pack campouts.
- While working toward Arrow of Light, will coordinate visits to Boy Scout Troop 374 and other Boy Scout troops in the area, encouraging scouts to find a Boy Scout troop that best matches each scout's personality.
- Works with Cubmaster to plan a memorable event when scouts earn Arrow of Light.
- Will complete BALOO (Basic Adult Leader Outdoor Orientation) training as soon as possible, and before the next Webelos den camping event.

Estimated hours per week, average

2-4 hours, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

ASSISTANT DEN LEADER

Program

Position Description

- Works with Den Leader to plan and conduct upcoming meetings.
- Promotes family participation in all pack events.
- Shares the responsibilities of the Den Leader and may be called upon to handle other details of den operation.
- Sets a positive example for the scouts in actions and speech.
- Ensures all scouts are released to their parents/guardians at the end of the meeting before leaving.
- If unable to attend a meeting, makes arrangements with Den Leader and/or Cubmaster.
- Performs any other tasks, as requested by the Den Leader.

Desired skills & requirements

- Realizes that an adult leader is just a Cub Scout in a larger uniform.
- Enjoys having fun with the scouts, interacting with them in an age-appropriate manner.
- Encourages fun atmosphere through scouting songs, skits, cheers and games.
- Ability to plan meetings, preferably several weeks or months in advance.
- Maintains good communication and relationships with Den Leader, Cubmaster, and den parents/guardians.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Den Leader Position Specific (DL)" within 30 days of registering.

Additional: Assistant Webelos Den Leader

- Will work with the Den Leader & Cubmaster to plan and conduct at least one den campout per year, in addition to any pack campouts.
- While working toward Arrow of Light, will work with the Den Leader and Boy Scout Troop 374 Scoutmaster to plan and conduct at least one joint den campout with the troop, in addition to any pack campouts.
- While working toward Arrow of Light, will work with the Den Leader to coordinate visits to Boy Scout Troop 374 and other Boy Scout troops in the area, encouraging scouts to find a troop that best matches each scout's personality.
- Will complete BALOO (Basic Adult Leader Outdoor Orientation) training as soon as possible, and before the next Webelos den camping event.

Estimated hours per week, average

2-3 hours, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

PACK COMMITTEE CHAIR

Pack Committee

Position Description

- Leads the pack committee operation by calling and presiding at pack committee meetings.
- Plans for pack charter renewal.
- Sets a positive example for the scouts and leaders in actions and speech.
- Is an advisor to the Cubmaster.
- Responsible for the administration, oversight, and support of the pack program.
- Conducts the annual pack planning meeting.
- Signer on the pack checking account.
- Ensures pack has adequate meeting facilities.
- Works with chartered organization representative to approve adult applications.
- Maintains a close working relationship with the chartered organization representative to cultivate harmonious relations and maintain communications.
- Works closely with the district unit commissioner.
- Assumes role of Cubmaster if he/she is unable to serve in that role until a successor is recruited and registered.
- Develops and maintains a strong pack-troop relationship with Boy Scout Troop 374 leadership.
- Performs any other tasks, as needed.

Desired skills & requirements

- Experience presiding over meetings.
- Discreet; able to maintain private/sensitive information.
- Ability to work with other leaders to build consensus.
- Maintains good communication and relationships with all leaders and parents/guardians.
- Supports the policies of the BSA.
- Regularly attends monthly pack committee meetings.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-4, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

TREASURER

Pack Committee

Position Description

- Ensures pack finances are sound.
- Collects payments from pack members.
- Signer on the pack checking account.
- Keeps up-to-date financial records.
- Prepares and presents financial report to pack committee at regular pack committee meetings.
- Reports to the chartered organization as often as they desire on the financial condition of the pack.
- Processes and writes checks for approved payments and reimbursements.
- Arranges for all pack checks to be signed by two of the following: Pack Committee Chair, Cubmaster, Secretary, or Treasurer.
- Makes bank deposits.
- Advises pack committee on financial matters.
- Assists Pack Committee Chair and/or Cubmaster in preparing the annual budget.

Desired skills & requirements

- Basic financial knowledge.
- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- Basic knowledge of spreadsheets.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-3, including meeting time.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

ASSISTANT TREASURER

Pack Committee

Position Description

- Collects payments from pack members.
- Makes bank deposits.
- Assists Treasurer, as needed.

Desired skills & requirements

- Basic financial knowledge.
- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-2, including meeting time.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

SECRETARY

Pack Committee

Position Description

- Maintains proper records within the pack.
- Signer on the pack checking account.
- Keeps minutes during pack committee meetings, recording key items such as decisions made, things needing follow-up, or items of future interest (summer camp attendance, number of scouts bridging to Boy Scout troops, etc.).

Desired skills & requirements

- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-3, including meeting time.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

ADMINISTRATIVE SECRETARY

Pack Committee

Position Description

- Keeps pack paperwork (annual consent forms, medical forms, recruiting forms, event permission slips, etc.) in order.
- Ensures Youth Applications are processed and submitted to Council in a timely manner.
- Scans and uploads event paperwork to the pack cloud account.
- Assists Outdoor Activity Chair and Event Coordinator with paperwork collection prior to upcoming events.
- Ensures all necessary permission slips, consent forms, and medical forms have been turned in and are tracked.
- Provides all necessary paperwork for events to the event coordinator.
- Works with Cubmaster, Event Coordinator, and other leaders to add events to private pack online calendar.
- Assists Secretary, as needed.

Desired skills & requirements

- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- Basic knowledge of spreadsheets.
- Ability to scan documents and save as PDF files.
- Ability to access cloud services (Google, Dropbox, etc.) and upload files.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-3, depending on upcoming events.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

ADVANCEMENT CHAIR

Pack Committee

Position Description

- Helps Cub Scouts move through the ranks of Cub Scouting and transition into a Boy Scout troop.
- Educates Cubmasters, Den Leaders, and pack committee members in ways to stimulate Cub Scout advancement.
- Promotes the use of pack-provided online services to record and recognize advancement in the dens.
- Creates advancement reports needed to order badges and insignia from the Scout Shop.
- Ensures advancement is reported to BSA, utilizing their online systems.
- Procures awards needed to recognize scout accomplishment.
- Promote Boys' Life magazine as an aid to advancement.
- Coordinates with Cubmaster and Den Leaders to distribute awards to scouts at meetings in a meaningful manner.
- Helps plan and conduct advancement and induction ceremonies, coordinating as needed with the Cubmaster, Den Leaders, Boy Scout troop Scoutmaster(s), Order of the Arrow, or other external groups.
- Helps build/obtain and maintain advancement equipment for use in making advancement ceremonies effective.
- Works with Purchasing Coordinator, as needed.

Desired skills & requirements

- Have a working knowledge of the Cub Scout advancement plan.
- Organized; detail oriented.
- Maintains good communication with Den Leaders and Cubmaster.
- Working knowledge of computer use, the internet, and pack-provided online services.
- Regularly attends monthly pack committee meetings.
- Participates in annual pack planning meeting.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-3, including meeting time.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

PURCHASING COORDINATOR

Pack Committee

Position Description

- Works with other pack and den leaders to facilitate purchases of items, such as awards, pack t-shirts, event patches, and other items, as needed.
- Assists Advancement Chair, as needed.

Desired skills & requirements

- Organized; detail oriented.
- Able to coordinate with other pack and den leaders.
- Ability to shop online and compare prices.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-2

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

MEMBERSHIP CHAIR

Pack Committee

Position Description

- Maintains pack membership records.
- Tracks membership information for Journey to Excellence reporting.
- Along with the Cubmaster and pack committee, sees that eligible youth transition to the next rank's den at the appropriate time, and that Webelos Scouts and parents/guardians have a smooth transition into a Boy Scout troop.
- Along with the Cubmaster, follow up on former pack members who are now Boy Scouts and recruit them as potential Den Chiefs.
- Plans, coordinates, and leads the annual recharter process.
- Follows up on Cub Scout dropouts to help return them to full, active membership.

Desired skills & requirements

- Organized; detail oriented.
- Discreet; able to maintain private/sensitive information.
- Basic knowledge of spreadsheets.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-2, including meeting time.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

NEW MEMBER COORDINATOR

Pack Committee

Position Description

- Encourages involvement and retention by new scouts and their families.
- Welcomes new scouts and parents/guardians, making them feel comfortable in the pack.
- Coordinates with Treasurer and Administrative Secretary to receive paperwork and payment for new scouts.
- Encourages and supports initial participation of new scouts in the activities of the pack.
- Ensures new parents/guardians know who their scout's Den Leader and Assistant Den Leader are, and how to contact them.
- Ensures new parents/guardians know how to access their scout's advancement information on the private pack web site.
- Ensures new parents/guardians know how to access the pack calendar on the private pack web site.
- Ensures the Den Leader has contact information for new parents/guardians.

Desired skills & requirements

- Outgoing personality.
- Able to communicate with new scouts and parents/guardians in person, on the phone, or through electronic methods (email, SMS, etc.).
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-3, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

RECRUITER

Pack Committee

Position Description

- Works with the Cubmaster to develop and execute a year-round recruitment plan for recruiting scouts.
- Sets specific dates for regular recruiting activities and makes other leaders aware of those dates.
- Promotes pack to the community, inviting youth to join. Makes the people in the community know that a Cub Scout pack is available.
- Is the primary contact for parents/guardians inquiring about joining the pack.
- Meets with parents/guardians when they visit the pack, explaining the Cub Scout program and answering questions.
- Introduces potential new scouts to the Den Leader for participation in the den during the first visit.
- Makes the New Member Coordinator aware of any potential new scouts and parents/guardians after their initial visit.
- Works with the Cubmaster and Den Leaders to conduct an annual recruiting drive at the end of the school year.
- Works with other leaders to promote recruitment plans.

Desired skills & requirements

- Organized; detail oriented.
- Outgoing personality.
- Able to communicate with scouts and parents/guardians in person, on the phone, or through electronic methods (email, SMS, etc.).
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-2, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

OUTDOOR ACTIVITY CHAIR

Pack Committee

Position Description

- Helps the scouts develop a love for the outdoors.
- Promotes family participation in all outdoor pack events.
- Works with the Cubmaster to help plan, coordinate, and conduct pack outdoor activities, such as hikes and camping.
- Works with the Webelos Den Leader(s) to help plan, coordinate, and conduct Webelos den campouts.
- Coordinates pack-provided meals during pack campouts, recruiting other adults to assist with meal preparation, as needed.
- Purchases food and supplies for pack-provided meals during pack campouts.
- Plans and coordinates to have an individual responsible for first aid at outdoor events.
- Helps promote pack campouts, pack hikes, district day camp, Camp Wiley, and Polar Cub Camp.
- Maintains an inventory of pack equipment.
- Maintains pack equipment in proper working order.
- Coordinates with pack committee if pack equipment needs to be repaired or replaced.
- Makes recommendation to pack committee for purchase of additional pack equipment.
- Coordinates with Boy Scout Troop 374 if any equipment needs to be borrowed from them.

Desired skills & requirements

- Familiar with camping and hiking.
- Familiar with the Guide to Safe Scouting and BSA health and safety requirements, and sees that they are implemented.
- Able to arrange for cooking while camping.
- Able to plan far in advance, booking campgrounds or facilities needed for the activities.
- Ability to arrange for transporting pack camping gear to camp site (stoves, tables, canopies, food, etc.).
- Regularly attends monthly pack committee meetings.
- Participates in annual pack planning meeting.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.
- Will complete in-person BALOO (Basic Adult Leader Outdoor Orientation) training prior to next pack or Webelos den camping event.

Estimated hours per week, average

0-2, more hours immediately prior to and during an event.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

FUNDRAISING CHAIR

Pack Committee

Position Description

- Recruits Popcorn Kernel(s) and oversees pack popcorn sale.
- Works with Cubmaster and Pack Committee Chair to determine whether additional fundraising (other than popcorn sale) is needed.
- Guides the pack in conducting council-approved pack money-earning projects.

Desired skills & requirements

- Organized; detail oriented.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-2, more during an active fundraiser, such as popcorn sale.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

EVENT COORDINATOR

Pack Committee

Position Description

- Keeps track of district and council events, bringing them to the attention of the Cubmaster.
- Facilitates the pack's participation in outside events, such as Camp Wiley, Menifee Independence Day Parade, Lake Elsinore Storm Scout Night, Webelos Woods, Polar Cub Camp, Ontario Reign Scout Night, Menifee Better Together, etc.
- Promotes family participation in all pack events with outside organizations.
- Works with Treasurer and Administrative Secretary to track and facilitate sign-ups and payment.
- Acts as primary point of contact for the pack with outside organizations.
- Adds event information to the private pack web site calendar.
- Helps promote outside events to pack.

Desired skills & requirements

- Organized; detail oriented.
- Ability to act as intermediary between Cubmaster and event organizers.
- Basic financial skills for tracking payments to outside organizations.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-1, more immediately prior to an event.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

PUBLIC RELATIONS CHAIR

Pack Committee

Position Description

- Keeps pack activities visible to the public, as well as to the families of the pack.
- Identifies and promotes pack service projects to the chartered organization and community.
- Provides pack announcements for regular release in the official bulletins, newsletters, web sites, etc., of the chartered organization.
- Works to establish relationships with local news media outlets.
- Makes use of the news media in publicizing pack events involving the general public.
- Ensures that any scout without a pack talent release is not included in photographs released to the public.
- Updates public pack social media accounts.
- Writes and submits press releases to media.
- Coordinates with Photographer, as needed.

Desired skills & requirements

- Knowledge of social media sites.
- Experience writing press releases.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-2, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

PHOTOGRAPHER

Pack Committee

Position Description

- Regularly photographs pack events, capturing the “5 Ws” (who, what, when, where, why) for each photo.
- Uploads photographs to private pack web site.
- Regularly reviews photographs uploaded by parents/guardians to private pack web site.
- Coordinates with Public Relations Chair to select photographs for posting on pack social media sites and submitting as part of press releases.
- Ensures that any scout without a pack talent release is not included in photographs released to the public.

Desired skills & requirements

- Experience with photography.
- Utilizes basic photo editing skills and software to best represent the scene.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-2, including meeting time.

Leader uniform required

No, but strongly encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

FACILITY COORDINATOR

Pack Committee

Position Description

- Works with Pack Committee Chair and Cubmaster to secure access to meeting facilities.
- Works with event coordinators to secure access to facilities for special events (Pinewood Derby, Blue & Gold, etc.).
- Works with Council to ensure that facility liability insurance is maintained and provided to facilities.
- Submits any formal request/paperwork as required by facilities.

Desired skills & requirements

- Organized; detail oriented.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-1

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

PACK TRAINER

Pack Committee

Position Description

- Helps new den leaders become familiar with their role.
- Monitors leader Youth Protection Training status, and reminds leaders to complete the training prior to expiration.
- Encourages leaders to complete position-specific training in a timely manner.
- Keeps up-to-date with BSA online training programs.
- Keeps up-to-date on supplementary training in the region (BALOO, Wood Badge, Den Chief, etc.).
- Encourages leaders to complete supplementary training (BALOO, Wood Badge, etc.).
- If desired, completes additional training to be able to conduct training classes.

Desired skills & requirements

- Organized; detail oriented.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-2, including meeting time.

Leader uniform required

Yes.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

ATTENDANCE COORDINATOR

Pack Committee

Position Description

- Prior to weekly meetings and other events, prints attendance sheets.
- At weekly meetings and other events, distributes attendance sheets to den leaders.
- At the conclusion of weekly meetings and other events, collects the attendance sheets from den leaders.
- Tracks progress for scouts earning National Summertime Pack Award.
- Regularly provides National Summertime Pack Award status to den leaders throughout the summer.
- Enters attendance into the private pack web site.

Desired skills & requirements

- Organized; detail oriented.
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

1-2, including meeting time.

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

WEBMASTER

Pack Committee

Position Description

- Responsible for maintenance & upkeep of pack's online web sites.
- Interfaces with web hosting providers.
- Ensures any necessary web site fees are kept current and paid.
- Ensures public-facing web sites and social media pages have a professional appearance.
- Becomes the subject matter expert on various pack online web sites (private advancement tracking web site, public web site, public social media page, private social media group, etc.).

Desired skills & requirements

- General computer and web skills.
- Familiarity with WordPress, including updating pages, themes, and plugins.
- Familiarity with social media sites.
- Assists pack and den leaders with web sites, as needed (e.g. entering advancement, updating calendar, updating social media site, etc.).
- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-2

Leader uniform required

No, but encouraged.

Position description implemented

3/15/2018

Pack 374 Leader Position Descriptions

COMMITTEE MEMBER (AT LARGE)

Pack Committee

Position Description

- A registered adult leader, participating in pack committee meetings.
- Encouraged to take an active role in a pack committee leadership position.
- Able to assist other committee members, as needed.

Desired skills & requirements

- Regularly attends monthly pack committee meetings.
- Supports the policies of the BSA.
- Will complete Youth Protection Training before starting in the position.
- Will complete online training for "Pack Committee (MC)" within 30 days of registering.

Estimated hours per week, average

0-2

Leader uniform required

No, but a pack t-shirt is encouraged.

Position description implemented

3/15/2018