

# 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