

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