

# BOY SCOUT TROOP



## JOB DESCRIPTIONS - TROOP PROGRAM LEADERS Pantano Baptist Church - Tucson, AZ

Last revised: 10/17/03

### JOB DESCRIPTION: SUPPORT THE SCOUTS & THE TROOP!!

All positions below the rank of Scoutmaster are appointed positions. Appointments are determined by the Scoutmaster, in consultation with the Committee Chairman & are 'at will' positions. Adults in the following positions must be registered as an "Adult Leader" & have taken Scout Leader Basic Training:

#### **Scoutmaster** - *Todd Clodfelter*

Trains & guides the Greenbar to run their troop.

Works with & assists the Senior Patrol Leader &/or the Assistant Senior Patrol Leader in the planning & execution of Troop activities, meetings, events, etc.

Works with & assists (along with other adult leaders, when appropriate) the Greenbar in the planning of meetings, events, & activities of their area of responsibility (Scribe, Guide, Historian, Quartermaster, Newsletter, Webmaster, etc.).

Works with & assists the Greenbar in the planning & execution of Activities Program(s) for all campouts, outings, etc.

Helps Scouts by encouraging them to learn for themselves.

Conducts Scoutmaster conferences.

Works with & through responsible adults to bring Scouting to boys.

Recruits Assistant Scoutmasters.

Attends all required training courses & roundtables.

Attends all Troop meetings, training courses, Troop activities & District Round Table Meetings (or has a qualified adult substitute.).

Conducts sessions with Parents of new Scouts to explain the Scouting program & to encourage them to participate.

Is involved with recruitment of new Scouts, Webelos 'crossover' ceremonies.

Runs the Troop Annual Planing process.

The Scoutmaster is expected to use the Methods & Aims of Scouting.

#### **Assistant Scoutmaster** - *Chris Levrenz*

Is responsible to the Scoutmaster.

In the absence of the Scoutmaster, works with & assists the Senior Patrol Leader &/or the Assistant Senior Patrol Leader in the planning & execution of Troop activities, meetings, events, etc.

Works with, advises & assists the Senior Patrol Leader in the execution of the TMP.

Insures that the nightly Troop Meeting Program (TMP) is followed.

Coordinates, advises & assists Adult Leaders in the execution of the TMP.

Attends appropriate training courses & roundtables.

**Assist. Scoutmaster – New Scouts (Scout thru 1st Class)- \*\*Vacant**

Is responsible to the Scoutmaster.

Works with, advises & assists the Patrol Leader &/or the Assistant Patrol Leader for the New Scouts in planning & execution of Troop activities, meetings, events, etc.

Works with, advises & assists the Patrol Leader &/or the Assistant Patrol Leader for the New Scouts in planning & execution of the New Scout Patrol activities, meetings, events, etc.

Is responsible for the Program & Activities of the New Scout Patrol.

Attends appropriate training courses & roundtables.

**Assist. Scoutmaster – Experienced Scouts (1st Class thru Eagle) - \*\*Vacant**

Is responsible to the Scoutmaster.

In the absence of the Scoutmaster, works with & assists the Patrol Leader &/or his Assistant Patrol Leader in the planning & execution of Troop activities, meetings, events, etc.

Works with & assists the Patrol Leader &/or his Assistant Patrol Leader in the planning & execution of the Experienced Patrol activities, meetings, events, etc.

Is responsible for the Program & Activities of the Experienced Scout Patrol.

Attends appropriate training courses & roundtables.

**Assistant Scoutmaster – Venture Patrol (1st Class - 21 yrs.) - Chris Leverenz**

Is responsible to the Scoutmaster.

Works with & assists the Venture Patrol President or the Vice President in the planning & execution of Troop activities, meetings, events, etc.

Works with, advises and assists the Venture Patrol President or the Vice President in the planning & execution of Venture Patrol activities, meetings, events, etc.

Is responsible for Program & Activities of the Venture Patrol Program.

Attends appropriate training courses & roundtables.

**Patrol Advisor(s) – Various parents/leaders as determined by the Scoutmaster**

Under the direction of the Scoutmaster and/or the Assistant Scoutmaster, works with & assists the Troop Guide(s), Patrol Leaders & Assistant Patrol Leaders in the planning & execution of Patrol activities, meetings, events, etc.

**Quartermaster Advisor\*\* (.25') – Keith Rollinson**

Is responsible to the Scoutmaster.

Works with the Scout Quartermaster on inventorying, storage, distribution, collection & proper maintenance of all Troop equipment.

In conjunction with the Scout Quartermaster, identifies the need for new equipment.

In conjunction with the Scout Quartermaster, researches the vendor, price & delivery of new equipment & jointly presents recommendations to the Troop Committee during the annual budget adoption process.

### **Historian Advisor\*\* ('HIST') - Debbie Faulkenbery**

Is responsible to the Scoutmaster.

Works with the Scout Historian on documenting all Scout leadership positions (Greenbar)

Works with the Scout Historian on documenting all individual or Troop special recognition awards.

Works with the Scout Historian and the Troop Fundraising Chair(s) to organize an annual Troop photographs and individual scout photographs.

Documents (date, location, description & photographs) each Troop Outing or Event.

Works with the Scout Historian to collect and preserve all monthly newsletters

Works with the Scout Historian to create and publish a 'year end' review of the Troop activities and accomplishments

### **Newsletter Advisor\*\* ('NEWS') - Terri Morse**

Is responsible to the Scoutmaster.

Recruits Scouts to work on the newsletter.

Prepares & edits the newsletter.

Solicits articles & timely information for publication from each patrol, the Senior Patrol Leader, the Scoutmaster and each Committee Chair.

Insures that the newsletter is published bimonthly (first class mail).

Insures that the newsletter is published bimonthly (website).

Delivers an original of the newsletter to the Historian Advisor for preservation.

Approves all newsletter content.

### **Webmaster Advisor\*\* ('WEB') - \*\*Vacant**

Is responsible to the Scoutmaster.

Recruits Scouts to work on the web site.

Creates & maintains the Troop web site ([www.bsa777.org](http://www.bsa777.org)).

Coordinates with the Scoutmaster, Committee Chairman, Secretary, Membership Chair, Advancement Chair, Newsletter Advisor, Fundraising Co-Chairs & Activities Chair to ensure timely & appropriate information is posted on the Troop website.

Approves all web site content.

\*\*Related Scout position(s)

**Adults in the following positions do not have to be registered:**

### **Troop Trip Leader(s) - AS NEEDED**

Trip Leaders are not responsible for the program unless they agree to that separately.

Organizes & oversees Troop outdoor events.

Makes reservations for facilities or equipment.

Prepares & distributes announcements about the event.

Collects medication/allergy forms, trip deposits & payments.

Collects permission slips and liability waiver forms.

Arranges for & assists in the purchase of food for adult leaders.

Recruits adult assistance for the trip & for transportation to & from event.

Prepares & submits Tour Permits to Council; as required.

Provides documentation of attendance to the Advancement Chair ('AC').

Provides documentation of service time to the Advancement Chair ('AC').

Provides data on miles hiked, biked, or canoed, days & nights camped to the AC.

**Board of Review Coordinator(s) – AS NEEDED**

Reviews Scouts for their rank advancement.

Schedules Scouts for Boards of Review.

Recruits & schedules parents to conduct Board of Reviews.

The Board reviews advancement requirements, goals, current events & program with the Scout.

Sample review questions for each rank are supplied.

Provides a written report of the Board of Review action to the AC.

**Troop Family Outing Chair 2004 – \*\*VACANT\*\***

Sets date, location & time with the help of the Troop Committee. (August??)

Sets the program with the help of the Scoutmaster.

Solicits appropriate assistance to insure the implementation of the program.

Makes reservations for facilities.

Prepares & distributes announcements about the event.

Collects reservation forms from Troop members to establish participation & collect fees if any.

Arranges & assists in purchase of food.

Arranges & assists in cooking & clean up of meal.

Arranges & assists the clean up of the activity site.