

# ADULT LEADER JOB DESCRIPTIONS - TROOP 282G

The following apply to **every Adult leader**:

- Keeps current on Youth Protection and other position specific training
- Focuses on mentoring and training Scouts to be knowledgeable and self-sufficient
- Wears the Scout uniform correctly
- Lives by the Scout Oath and Scout Law and sets a good example
- Shows and helps develop Scout spirit

	<h2 style="text-align: center;"><u>PROGRAM TEAM</u></h2> <p>The Program Team consists of the Scoutmaster and Assistant Scoutmasters that work directly with the Scouts. While the troop is Scout-led, the Program Team trains, mentors and supervises the Scouts, and helps them advance, learn new skills and live by the Scout Oath and Law. The Program Team also is tasked with maintaining the safety of the Scouts during troop meetings, activities and campouts.</p> <p><b>Required Training for Scoutmaster and Assistant Scoutmasters:</b></p> <ul style="list-style-type: none"> <li>• Scoutmaster/Assistant Scoutmaster District/Council Classroom Training</li> <li>• Scoutmaster/Assistant Scoutmaster Online Trainings (3 sections)</li> <li>• Introduction to Outdoor Leadership Skills (IOLS)</li> <li>• Youth Protection</li> </ul>
 <p style="text-align: center;"><b>Joel Whitaker</b></p>	<h3><b>Scoutmaster</b></h3> <p>The Scoutmaster ensures the troop has a successful Scouting program. While the troop is Scout-led, the Scoutmaster is charged with guiding, mentoring and overseeing the Scouts. For assistance, he leads the Program Team. <i>(The Scoutmaster, Committee Chair and COR are the troop's "Key Three".)</i></p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Trains, guides, supports and mentors the SPL, the ASPLs and other Scout (boy) leaders</li> <li>• Guides the SPL and the PLC in planning the troop program and leading the activities of the troop</li> <li>• Guides the SPL and the PLC in working out the details of the troop and patrol program activities</li> <li>• Conducts Scoutmaster conferences with Scouts for all ranks</li> <li>• Recruits and works with and through responsible adults (the Program Team) to give Scouting to the Scouts</li> <li>• Ensures all troop activities have qualified leadership, safe conditions and complies with BSA policies</li> <li>• Provides regular report to Troop Committee regarding program activities, issues and requests of Committee</li> </ul>
 <p style="text-align: center;"><b>Mickie Hodapp</b></p> <hr/> <hr/> <hr/>	<h3><b>Assistant Scoutmasters (ASM)</b></h3> <p>The Assistant Scoutmasters assist the Scoutmaster with his duties. They may be assigned a specific area to focus <i>(see following job descriptions)</i> or they may assist in multiple areas.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Assist Scoutmaster with his duties and take the lead in specific areas as assigned</li> <li>• Take charge in the absence of the Scoutmaster</li> <li>• Help Scoutmaster ensure sufficient adult supervision at troop activities</li> <li>• Provide Scoutcraft instruction</li> <li>• Advise Scoutmaster of problems or needs s/he observes</li> </ul>

 <p><b>Mickie Hodapp</b></p>	<p><b><u>(ASM) Bartle Campmaster</u></b></p> <p>The Campmaster plans for Bartle and serves as the Scoutmaster while the troop attends Bartle.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• <i>Prior to Bartle</i> - leads all advance planning, including but not limited to, campsite sign-up, camper and adult sign-ups, camp budget, camp activities, camp Class-B, and related miscellaneous matters.</li> <li>• <i>At Bartle</i> - serves as the Scoutmaster at Bartle, monitors and guides day-to-day operations, mentors Scout leaders, and ensures sufficient adult coverage in the campsite</li> </ul>
	<p><b><u>(ASM) First Year Scout Coordinator</u></b></p> <p>The First Year Scout Coordinator coordinates and leads the troop's program for "first year" Scouts.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Provides orientation for new Scouts and Scout families</li> <li>• Acts as Troop liaison to new Scouts and new Scout families</li> <li>• Assists as necessary with the Trail to First Class program</li> </ul>
	<p><b><u>(ASM) Trail to First Class Coordinator</u></b></p> <p>The Trail to First Class Coordinator works with the first year Scouts and Troop Guides and helps coordinates the troop's program for the Trail to First Class.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Ensures that the troop has a successful Trail to First Class program</li> <li>• Provides orientation for new Scouts and Scout families</li> <li>• Mentors first year Guides and Instructors who work with first year Scouts</li> </ul>
	<p><b><u>(ASM) Camping &amp; Outdoor Activity Coordinator</u></b></p> <p>The Camping &amp; Outdoor Activity Coordinator coordinates and promotes the troop's outdoor program.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Ensures a monthly outdoor program and works with Scoutmaster to define and schedule the same</li> <li>• Promotes attendance at campouts, camporees and summer camp</li> <li>• Helps secure camping sites</li> <li>• Serves as transportation coordinator</li> <li>• Ensures adults attending or transporting Scouts to outdoor activities have Youth Protection Training</li> <li>• Works with Medical Coordinator to verify medical binder available for troop outings</li> <li>• Promotes the National Outdoor Badges Award</li> <li>• Prepares or reviews troop tour plans for outdoor troop activities and reviews high adventure tour plans</li> </ul>
	<p><b><u>(ASM) Chaplain</u></b></p> <p>While BSA does not dictate any specific religion, "duty to God" and the ability for a Scout to be "reverent" have always been cornerstones of Scouting. The Chaplain oversees the troop's emphasis and acknowledgement of the importance of faith in Scouting and mentors the Chaplain's Aides in the same.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Provides a spiritual elements for campouts, troop meetings and troop events</li> <li>• Provides opportunities for Scouts to learn and to grow in their relationship with God and their fellow Scouts</li> <li>• Mentors Chaplain's Aides and guides them to assist with the Chaplain's duties</li> <li>• Encourages Scouts to earn their appropriate religious emblems program</li> <li>• Promotes annual Scout Sunday or other Scout-oriented religious observance (<i>preferably during Scouting Anniversary Week in February</i>)</li> </ul>



### **(ASM) Den Chief Coordinator**

The Den Chief Coordinator guides and mentors Den Chiefs. *(On occasion the troop may appoint the same person to serve as both the New Member Coordinator and the Den Chief Coordinator.)*

**Duties of the Den Chief Coordinator:**

- Coordinates with local Cubmasters and den leaders concerning their needs for Den Chiefs
- Ensures all Den Chiefs have the required BSA Den Chief Training
- Guides, supports and mentors Den Chiefs



### **(ASM) Life to Eagle Mentor**

The Life to Eagle Mentor guides and mentors Life Scouts on their path to Eagle.

**Duties:**

- Guides, supports and mentors Life Scouts concerning the Eagle Scout project requirements and procedures
- Guides Life Scouts through the district's project review process *(when project plan and application are ready)*
- Schedules Eagle board of review with the district and serves as the Scoutmaster's representative
- Submits Eagle applications to the district office in timely manner and secures a time-stamped receipt
- Conducts periodic Life to Eagle meetings with all Life Scouts
- Attends Eagle Court of Honor ceremonies

	<h2 style="text-align: center;"><u>TROOP COMMITTEE</u></h2> <p>The Committee is the administration and support organization for the troop, and performs and conducts the troop's non-program matters. For example: managing troop finances; fundraising; communications; record keeping; adult training; procurement and maintenance of troop supplies and equipment; and review and support of troop programs and activities. The Committee meets on a monthly basis.</p> <p><b>Required Training for committee members:</b></p> <ul style="list-style-type: none"> <li>• Troop Committee Online Trainings (3 sections)</li> <li>• Youth Protection</li> </ul>
 <p style="text-align: center;"><b>Steve Horner</b></p>	<p><b>Committee Chair</b></p> <p>The Chair is the executive of the troop and leads the Committee. The Chair's role is not to perform the duties of the Committee, but instead to organize it and see that its functions are delegated, coordinated and completed. <i>(The Scoutmaster, Committee Chair and COR are the troop's "Key Three".)</i></p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Calls, presides over, and promotes attendance at monthly Troop Committee meetings</li> <li>• Prepares Troop Committee meeting agendas</li> <li>• Interprets national and local policies for the troop</li> <li>• Ensures troop representation at monthly roundtables</li> <li>• Prepares for troop Courts of Honor and hosts Eagle Courts of Honor</li> <li>• Appoints all Eagle boards of review</li> <li>• Coordinates Committee review of Eagle Scout projects</li> <li>• Prepares and submits the troop's annual Journey to Excellence report</li> <li>• Works with Advancement Coordinator on the troop's charter review and annual recharter</li> <li>• Maintains official copy of troop documents, such as job duties, minutes and agendas, policies and guidelines</li> </ul>
 <p style="text-align: center;"><b>Kim King</b></p>	<p><b>Treasurer</b></p> <p>The Treasurer handles and manages all troop funds, pays troop bills and performs Scout billings.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Maintains troop checking and savings account</li> <li>• Maintains adequate troop financial records</li> <li>• Maintains Scout accounts and performs Scout billings for Scout expenses and dues</li> <li>• Pays troop bills on recommendation of Scoutmaster and authorization of Committee Chair <i>(Note: two signatures required for all checks)</i></li> <li>• Leads in preparation of the annual troop budget</li> <li>• Reports to troop committee each month on status of troop's financial situation</li> <li>• Coordinate with Fundraising Coordinator regarding finances related to fundraising projects</li> </ul>
 <p style="text-align: center;"><b>Amanda Fugate</b></p>	<p><b>Advancement Coordinator</b> <i>(aka Registrar)</i></p> <p>The Advancement Coordinator coordinates and oversees Scout rank advancement, membership registration and rechartering.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Encourages Scouts to advance in rank</li> <li>• Maintains troop membership and Scout advancement records</li> <li>• Arranges (non-Eagle) boards of review</li> <li>• Reports advancements to council service center</li> <li>• Secures applicable rank and other badges and certificates</li> <li>• Responsible for registration of all new Scouts and adults</li> <li>• Leads the troop's charter review and annual recharter</li> </ul>



[Peggy Tuttle](#)

### **Communications Coordinator**

The Communications Coordinator manages all troop communications with Scouts and families.

Duties:

- Communicates with parents and provides announcements regarding troop events and activities
- Prepares (or oversees) monthly newsletter of troop events and activities (The Smoke Signal)
- Handles publicity for the troop
- Assist Committee Chair with minutes of Committee meetings
- Conducts the troop's resource survey
- Keeps troop website current
- Informs parents of their responsibilities in Scouting
- Discusses communications skills, techniques and needs with Scouts
- Prepares and presents PowerPoint presentation at Courts of Honor (when requested)



### **Fundraising Coordinator**

The Fundraising Coordinator leads the troop's fundraising events.

Duties:

- Oversees and coordinates all troop's fundraising events
- Recommends to the Committee which fundraising events the troop will perform
- Instructs Scouts on fundraising sales techniques, responsibilities, incentives and related efforts
- Orders products and arranges for property, tree trailer, and other logistics necessary for fundraising
- As necessary, recruits and leads other adults to assist with fundraising
- Reviews all fundraising activities to ensure they comply with BSA policies and the Guide to Safe Scouting



### **Training Coordinator**

The Training Coordinator oversees and facilitates all adult BSA training. Encourages youth leadership training.

Duties:

- Ensures Program and Committee volunteers have all appropriate and necessary training
- Ensures adults participating in troop activities have current Youth Protection Training
- Promotes troop, district and online training opportunities
- Maintains record of all adult training
- Encourages periodic junior leader training within the troop and at the council and national levels
- Identifies and resolves impediments to volunteers and parents taking Youth Protection Training
- Identifies and reports gaps in youth protection
- Develops and facilitates troop's strategy for 100% Youth Protection Training for all volunteers and parents

	<p><b>New Member Coordinator</b> <i>(aka Recruiter)</i></p> <p>The New Member Coordinator serves as the recruiting and welcoming ambassador for the troop and works to develop and implement the troop's membership plan. This person develops and implements a plan that incorporates all methods of recruitment, and reaches out to local Cub Scout packs. <i>(On occasion the troop may appoint the same person to serve as both the New Member Coordinator and the Den Chief Coordinator.)</i></p> <p><u>Duties of the New Member Coordinator:</u></p> <ul style="list-style-type: none"> <li>• Develop a fun and engaging plan for regular membership flow into the troop</li> <li>• Work with the local Cubmasters and den leaders to promote both Scouting and Troop 282</li> <li>• Plan and coordinate a troop open house to invite Webelos and non-scouts to Boy Scouts <i>(eg., hot dog bash)</i></li> <li>• Encourage Scouts to invite their friends to join the troop</li> <li>• Coordinate with District recruiting efforts and review BSA recruiting materials (<a href="#">link to BSA position intro</a>)</li> <li>• Helps ensure a smooth transition of new Scouts into the troop and provide a new parent orientation</li> <li>• Keep track of Scouts who leave the troop and encourage them to rejoin</li> </ul>
	<p><b>Merit Badge Coordinator</b></p> <p>The Merit Badge Coordinator coordinates troop merit badge programs.</p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Coordinates troop's participation in merit badge forum</li> <li>• Coordinates Bartle merit badge sign-ups and schedules</li> <li>• Provides merit badge completion information from merit badge forum and Bartle to Scouts, families and Advancement Coordinator</li> <li>• Coordinates annual merit badge counselor training</li> <li>• Facilitates periodic special merit badge opportunities <i>(including coordination with adults leading the same)</i></li> <li>• Develops and maintains a merit badge counselor list</li> <li>• Works with Librarian to build and maintain troop library of merit badge pamphlets and other advancement materials and/or alternative online resources</li> </ul>
	<p><b>Service Project Coordinator</b></p> <p>The Service Project Coordinator oversees and facilitates troop service projects. <i>Note - This position could be an Assistant Scoutmaster or a Committee member.</i></p> <p><u>Duties:</u></p> <ul style="list-style-type: none"> <li>• Coordinates a troop service project each semester</li> <li>• Facilitates troop participation in LUMC's church cleanup events</li> <li>• Works with SPL and PLC on necessary organization and leadership for troop service projects</li> <li>• Recruits sufficient adult supervision and assistance for service projects</li> </ul>

	<p><b><u>FUTURE ADULT VOLUNTEER JOBS</u></b></p> <p><b>Required Training for any adult volunteers with Scout contact:</b></p> <ul style="list-style-type: none"> <li>• Youth Protection</li> <li>• <i>(If on Committee or if ASM - see applicable requirements above)</i></li> </ul>
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List of MB Counselors will be maintained on the troop's website

### **Merit Badge Counselor**

Serving as a Merit Badge Counselor is one of the most gratifying adult experiences in Scouting. The Counselor serve as both teacher and mentor as a Scout works on a merit badge. ([article](#); and [application](#))

Duties:

- Assists the Scout as he plans the projects and activities for required for the merit badge
- Coaches the Scout as appropriate
- Occasionally may demonstrates how to complete the requirements
- Signs off once the Scout has completed the work - **Note - cannot add to or delete any requirements**

Requirements:

- Be at least 18 years old, of good character
- Youth Protection
- Merit Badge Counselor training
- Be registered with BSA and approved by local council (*requires annual renewal*)
- Be recognized as having the skills and education in the subject(s) covered



### **Spirit Wear Coordinator**

The Spirit Wear Coordinator facilitates neckerchiefs for new Scouts and periodic troop spirit wear sales for the troop. (For example, sweatshirts, hats and jackets.)



### **Equipment Coordinator**

The Equipment Coordinator is in charge of all troop outdoor and camping equipment.

Duties:

- Works with Quartermasters on inventory, proper storage and maintenance of troop equipment
- Procures new or replacement troop equipment as needed
- Makes periodic safety checks on all troop camping gear, and encourages Scouts in safe use of equipment
- Advises Committee on budgeting and funding matters regarding troop equipment



### **Troop Events Grubmaster**

The Troop Events Grubmaster coordinates all food and drink for all non-camping troop events, such as Courts of Honor, Parent's Meetings, etc. (*Food for Eagle COH's are coordinated by Eagle Scout parents with the guidance of the Eagle Court of Honor Coordinator.*)



### **Mic-O-Say/Order of the Arrow Coordinator** *(These positions may be combined or separate)*

The MOS/OA Coordinator understand the benefits and aspects of both honor camping organizations that are available to members of the troop, and promotes and instructs the troop on the same.

#### Mic-O-Say Duties:

- Has an understanding of the objectives, organization and operations of the Tribe of Mic-O-Say
- Promotes the policies and activities of the Tribe of Mic-O-Say
- Follows the current year Leader's Guide for Mic-O-Say
- Works with Scoutmaster on year-long attendance of Scouts
- Gathers charter and advancement information to use for recommendation forms
- Works with Scoutmaster and Committee Chair to facilitate a recommendation committee meeting
- Submits recommendation and recognition forms as needed at beginning of camp or as directed
- Maintains troop's Mic-O-Say records

#### Order of the Arrow Duties:

- Has an understanding of the objectives, organization and operations of the Order of the Arrow
- Promotes the policies and calendar activities of the Order of the Arrow Lodge
- Works with Order of the Arrow Troop Representative (OATR) for communications and scheduling elections
- Follows advancement and camping reports to track and list eligible candidates for election by youth Scouts
- Registers the troop members attending induction weekends
- Promotes Brotherhood conversion
- Maintains troop's Order of the Arrow records



### **Health & Safety Coordinator / Camp Nurse** *(These positions may be combined or separate)*

The Health & Safety Coordinator is in charge of ensuring the troop follows recommended BSA health and safety protocol and requirements and has sufficient health and safety training and supplies. The Camp Nurse attends Bartle and oversees and administers Scout medications.

#### Duties of Health & Safety Coordinator:

- Obtains and maintains current medical forms for each Scout
- Works with Outdoor Activities Coordinator to ensure medical binder available for troop outings
- Works with Scoutmaster to verify select adults have health and safety trainings required for troop activities
- Schedules First Aid and CPR training for adult leaders without current certification
- Maintains a troop first aid kit
- Either serves as Camp Nurse at Bartle or recruits and oversees Camp Nurse

#### Duties of Camp Nurse:

- Attends Bartle and oversees and administers all Scout medication



### **High Adventure Coordinator**

The High Adventure Coordinator coordinates the troop's high adventure program.

#### Duties:

- Promotes high adventure opportunities to the Scouts
- Administers the troop's High Adventure Policy
- Keeps a (*non-binding*) list of potentially interested trek participants
- When sufficient interest is shown in a particular trek, researches and disseminates sign-up requirements, costs, and other pertinent information
- Once a trek is chosen, coordinates high adventure plans, sign-ups, payments/deposits
- Recruits, supervises and guides a Trek Coordinator (*an adult going on the trek*)

	<p><b>Scout Parents Coordinator</b></p> <p>The Scout Parents Coordinator welcomes and communications with Scout parents, keeps them informed, and encourages them to help with at least one specific task or project each year.</p> <p><i>Note - This position could be an Assistant Scoutmaster or a Committee member.</i></p> <p><b>Duties:</b></p> <ul style="list-style-type: none"> <li>• Orients parents on how the troop works, the benefits to their family and need for adult assistance</li> <li>• Keeps parents updated on the troop's program and their Scout's involvement</li> <li>• Recruits and assigns parents to help with specific task, assignment or project annually</li> <li>• Possibly organizes and manages a "family buddy" program for existing troop families to mentor new families</li> <li>• Possibly organizes a troop mothers' or parents' night during Bartle</li> </ul>
	<p><b>Eagle Court of Honor Coordinator</b></p> <p>The Eagle Court of Honor Coordinator helps coordinate and plan all Eagle Scout Court of Honors.</p> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Meets with the new Eagle Scout families to coordinate the planning of the Eagle Court of Honor</li> <li>• Provides ideas and assistance with court of honor ceremony script, music, and reception</li> <li>• Provides ideas and assistance for pictures, announcements and other related recognition</li> <li>• Coordinates with Advancement Coordinator and Neckerchief Outfitter for Eagle badges and neckerchief</li> </ul>

	<p><b>Charter Organization - Leewood United Methodist Church</b></p> <p><b>Required Training for Chartered Organization Representative:</b></p> <ul style="list-style-type: none"> <li>• BSA training for COR's</li> <li>• Youth Protection</li> </ul>
 <p><b>David Anderson</b></p>	<p><b>Chartered Organization Representative (COR)</b></p> <p>The COR is a member of the charter organization and serves at its Scouting liaison. <i>(The Scoutmaster, Committee Chair and COR are the troop's "Key Three".)</i></p> <p><b>Duties</b></p> <ul style="list-style-type: none"> <li>• Secures a Scoutmaster and Committee Chair</li> <li>• Helps recruit other adult leaders</li> <li>• Assists with unit rechartering and reviews audit of troop books</li> <li>• Encourages service to the charter organization</li> <li>• Secures any necessary licensing of troop trailer</li> </ul>