



## Troop 7

## Summary of Job Descriptions for Adult Leadership Positions

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For all roles, in contributing to the effective operation of the Troop, we are hoping and expecting that volunteers will do a couple of things:

- Be proactive, not waiting to be asked. If you have a question, we're here to help.
  - Attend Committee meetings, so that you're able to both report back within your area of responsibility and hear what others are doing in theirs.
  - Remember to keep the Scouts top-of-mind, so that the Troop is providing effective program and support for their growth.
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### Committee Chair

- Organize the Committee to see that all functions are delegated, coordinated, and completed.
- See that Troop leaders and Committee members have training opportunities.
- Prepare Troop Committee meeting agendas, send out meeting reminders, and chair the meetings.

### Treasurer

- Handle all Troop funds, including receipts and payment of expenses.
- Maintain checking and savings accounts as well as the Troop account at the Council office. Ensure proper authorized signatories are in place.
- Keep adequate detailed financial records, including for specific fund-raising efforts, individual dues payments, etc, and have same available for inspection by authorized persons upon reasonable notice.
- Provide written report to the Troop Committee at each Committee meeting.
- Lead in the preparation of the annual Troop budget, and tracking of actual income and expenses vs. budget.
- Maintain appropriate accounting entries to ensure that funds earmarked for specific events are properly accounted for.

### Secretary

- Attend all Troop Committee meetings.
- Keep minutes and action items from Committee meetings and distribute to Troop distribution list promptly after Committee meeting.
- Track Troop progress toward Journey to Excellence achievement, and present periodic updates to Committee; submit for award recognition at year-end.



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#### Registrar

- Prepare (in conjunction with Committee Chair and Scoutmaster) annual rechartering paperwork, collect signatures, and ensure timely submission to Council office.
- Collect new Scout and Adult applications, enter information into Troopmaster, submit applications to Council office, and keep pdf file of all new applications to be shared with troop leadership as needed.
- Update Troopmaster for changes in personal information (adds, drops, change of contact information, etc. – excluding Leadership, Training and Advancement updates).

#### Publicity Chair

- Collect information and pictures from Troop activities and events.
- Write/prepare articles.
- Submit to Port Washington News and Patch.

#### Webmaster

- Coordinate with Committee Chair, Scoutmaster, Green Bar and others as appropriate to make sure that current information is maintained on the Troop website.
- Update the website as needed and be able to keep it user-friendly for use by Scouts, parents, and the general public.

#### Chartered Organization Executive Officer

- Sign annual charter renewal form.
- Approve new adult leaders in Troop.

#### Chartered Organization Representative

- Approve new adult leaders in Troop.
- Be available to support issues or opportunities if/as they arise, where coordination with the Chartered Organization is needed.



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### Scoutmaster

- Train and guide boy leaders to run their Troop, ensuring a robust Scouting program.
- Meet regularly with the Patrol Leaders' Council (Green Bar) for training and planning of Troop activities.
- Attend all Troop meetings (or have a qualified adult substitute) and Committee meetings.
- Conduct or delegate Scoutmaster Conferences for all rank advancements and youth personal development as needed.
- Encourage Scouts to attain First Class rank in their first fifteen months and to continue to advance after that.
- Provide a systematic recruiting plan for members.
- Take part in Webelos Scout graduation ceremonies in Pack 77.

### Camping and Activities Coordinator

- Make site reservations as needed for all trips and activities.
- As necessary, make sure that payments are made in advance for trips and/or that a Troop check is brought on the trip for final payment.
- Collect car/insurance/driving information for every parent/car that may drive on Troop activities.
- File tour permits in advance through the National website for all trips.

### Transportation Coordinator

- Ensure adequate transportation is available to get all Scouts and adults to and from all trips.
- If not enough parents are camping to provide transportation, ensure that other parents each take their turns in providing transportation support.
- Ensure address and directions are distributed to all drivers.

### Klondike Derby Coordinator

- Ensure Troop is pre-registered for Klondike.
- Ensure that sledges and all other equipment/supplies are available and in good condition.
- Check on patrols for adequate participation and preparation.
- Lead practice/review at meetings and Muttontown run-through day, for preparedness.
- Recruit adult volunteers to help as part of staff at the Klondike.
- Register Troop on the day of the Klondike.



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### Ski Trip Coordinator

- Coordinate date for trip with Troop 241, Pack 77 and Pack 21.
- Contact Belleayre (or other mountain) for pricing, information and required forms.
- Arrange for group hotel accommodations.
- Promote ski trip to Troop and families including preparing informational flyer and necessary forms for distribution, and collect reservation forms and payments.
- Distribute lift tickets each morning of the trip at the specified meeting place.

### Rafting Trip Coordinator

- Identify the “dam release” dates on the Lehigh River, to establish the date for the trip.
- Coordinate with the outfitter (Whitewater Challengers or other) to hold a reservation and for pricing, sign-up forms, etc.
- Promote the rafting trip to the Troop and families including preparing informational flyer and necessary forms for distribution, and collect reservation forms and payments. At deadline, confirm the final count with the outfitter.
- On the morning of the trip, at the outfitter, register the Troop and distribute tickets to participants.

### Summer Camp Coordinator(s)

- Promote summer camp for all Scouts including preparing informational flyer and necessary forms for distribution.
- Distribute, and then collect, paperwork and deposit checks/fees for camper reservations.
- Register participants in the Council registration system.
- Work with individual Scouts to develop merit badge, advancement and activity plans while at camp. Enter selections into Council registration system.
- Ensure complete medical forms are timely completed and copies are collected. (Families should keep their originals.) Provide paper copies to Council as instructed. Provide pdf copy to troop Medical & Records Coordinator for inclusion in troop's records for future use.
- Recruit and coordinate adult support during camp.
- Assemble necessary Troop equipment for camp, and bring to Onteora.
- Organize youth leadership, patrol organization and tent-mate assignments during camp.
- Ensure Scouts with special needs or Medications follow all necessary procedures and are properly checked in with camp's health officer.
- Provide Scouts with printout of schedule, Notebook, pen, Blue Cards for Merit Badges signed by Scoutmaster.
- Ensure reservation is made along with deposit for following year.

### Philmont Trek Advisor



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- Submit application to lottery drawing to get a trek for the Troop.
- Recruit Scout and adult participants, based on age and rank requirements for youth and leadership approval for all participants.
- Develop and implement training plans for 12-15 months prior to Philmont trek, including Crew leadership, regularly scheduled meetings and prep hikes.
- Recruit/Assign adults to help with various aspects of trip including arranging transportation, other activities, etc.
- Recruit advisors to present to group regarding various aspects of preparation.

#### Sea Base Coordinator

- Obtain a date for the Troop, either by going through the National Scout office or by contacting a boat captain directly.
- Recruit Scout and adult participants, based on age and rank requirements for youth and leadership approval for all participants.
- Develop and implement preparation plans prior to Sea Base trek, including Crew leadership, packing lists, etc.
- Coordinate itinerary with Sea Base/captain, as appropriate.
- Arrange transportation & ensure proper travel documents are obtained timely, including passports, permission slips, etc.

#### Adult Training Coordinator

- Identify and become familiar with adult training opportunities at District and Council levels (in-person and online courses).
- Actively promote various Training opportunities to all parents, including identifying key training appropriate for specific adult roles and individually encouraging such participation.
- Drive to 100% participation in Youth Protection training (online course) by all parents.
- Ensure completed Training is recorded by Registrar in Troopmaster.

#### Youth Training Coordinator

- Identify and become familiar with youth training opportunities at Troop, District and Council levels (in-person and online courses).
- In conjunction with Scoutmaster, identify candidates to participate in various training courses.
- Actively promote Training to selected youth, encouraging such participation.
- Lead development of Troop-based training.
- Ensure completed Training is recorded by Registrar in Troopmaster.



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### Den Chief Coordinator

- Working with Scoutmaster, identify Scouts that are appropriate candidates for Den Chief.
- Coordinate with Pack 77 (or Pack 21 or others) leaders to identify needs/desires for Den Chiefs, and introduce Den Chiefs to Den Leaders accordingly.
- Follow up to ensure that Den Chiefs are meeting Pack/Den needs.

### Advancement Coordinator

- Track progress of all Scouts not yet at First Class, and work with Scoutmaster and Green Bar to ensure that they are getting support to achieve next ranks.
- Arrange for Boards of Review for all ranks, as Scouts are ready.
- Ensure completed Advancement is recorded in Troopmaster.
- File Advancement Reports with Council office.
- Acquire appropriate patches and cards for Advancement recognition, with patches to be given out promptly upon achievement and cards to be presented at next Court of Honor.

### Advancement – Merit Badge Coordinator

- Meet individually with each Scout (other than new Scouts that just joined the Troop) and establish a plan for the Scout to earn at least two merit badges each Scouting year, outside of their participation at summer camp; track achievement toward their goals.
- Assign merit badge counselors to Scouts and issue “blue cards,” per the above.
- Collect completed blue cards and give them to Advancement Coordinator for processing.
- Recruit merit badge counselors from among the parents (and alumni) of the Troop, with a focus on Eagle-required badges.

### Eagle Scout Candidate Advisor

- Work with Star and Life Scouts to help them understand the requirements for continuing to advance toward the rank of Eagle Scout.
- Advise Life Scouts in the development of an appropriate Eagle Scout Service Project, including review of the Workbook at various stages of development. At the appropriate time in the process, introduce the Eagle Scout candidate to the Troop’s representative on the Shelter Rock District Eagle Board.
- Advise Eagle Scouts in the preparation for a Court of Honor.



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### Car Wash Chair

- Utilize Car Wash Planning List to ensure all steps are taken for a successful car wash.

### Community Service Coordinator

- Develop and maintain list of possible community service activities for the Troop.
- Preview requests from community organizations for new activities.
- In conjunction with the Green Bar, determine level of Troop involvement.
- Track participation in community service activities.
- Report community service hours to Council/National,
- Medical & Records Coordinator
- Collect Boy Scout health forms (at least parts A and B) from every Scout, and from every adult that intends to go on trips/activities with the Troop.
- Collect annual permission slips for each Scout.

### Uniform & Equipment Exchange Coordinator

- Collect used but usable uniforms and personal gear from Scouts that have outgrown them or otherwise can't use them any longer (to be stored in the Church basement).
- Make parents and Scouts aware of their availability, and distribute them as requested.

### December Court of Honor Chowdown Coordinator

- Develop menu, and order food from deli, caterers, etc. (or parent volunteers for desserts).
- Promote Chowdown to Troop and gather participation numbers.
- Ensure paper goods and other supplies are available.
- Recruit parent volunteers to help with setup, serving and cleanup.

### Scout Sunday Coordinator

- Coordinate date and plans for the service with the United Methodist Church office and Pastor.
- Develop menu, and buy refreshments for serving light brunch.
- Coordinate with Pack 77 and Crew 556 for food preparation.
- Ensure paper goods and other supplies are available.
- Recruit parent volunteers to help (along with the Scouts) with setup, serving and cleanup.



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#### June Court of Honor Barbecue Coordinator

- Develop menu, and order food from deli, caterers, etc. (or parent volunteers for desserts).
- Promote Barbecue to Troop and gather participation numbers.
- Ensure paper goods and other supplies are available.
- Recruit parent volunteers to help with setup, serving and cleanup.

#### Popcorn Kernel

- Utilize Popcorn Sale Planning List to ensure all steps are taken for a successful popcorn sale.

#### Scouting for Food Coordinator

- Utilize Scouting for Food Planning List to ensure all steps are taken for a successful Scouting for Food food drive.

#### Equipment Coordinator

- Working with Scoutmaster and youth leadership, develop and maintain a list of equipment needs for each patrol (including adult patrol) as well as Troop supplies.
- Ensure that adequate equipment of good quality is provided, per the above, at the beginning of each Scouting year.
- Organize area in Church basement to provide for storage of equipment.
- Work with patrols as necessary to maintain equipment throughout the year.
- Maintain inventory of equipment throughout the year, and replace as necessary.

#### Adult Food Coordinator

- Recruit adult-in-charge for each trip, to purchase and prepare food for participating adults (eating as a separate "patrol").
- Ensure adult-in-charge knows how to gather adequate equipment from Troop supplies.
- Maintain supply of "staple items" (spices, coffee, etc.) for use by the adult patrol on multiple trips as needed.

#### Religious Awards Coordinator

- Identify and become familiar with religious awards that Scouts may earn.
- Promote religious award opportunities in Troop, across all religions.
- Recruit adult volunteer(s) for each religious award sought, and provide information and training so that they can pursue the award for/with the Scouts.