

# Pack 404 Volunteer / Leader Descriptions

## We wholly believe that:

1. Your Scout's experience will be significantly improved when they see you involved and invested in their Scouting experience, and their Cub Scout Pack.
2. We have volunteer opportunities to fit every schedule and skillset.
3. We need everyone to help in at least one area
4. The more people that sign up, the lighter the workload is for everyone, and the simpler Cub Scouting is for each family
5. New BSA rules require that we have more registered leaders (Den Leaders or Committee Members) with Youth Protection Training at every event – including Den meetings

## Our key volunteer/leadership opportunities are:

### 1. Committee Member

- a. The Committee is the “Board of Directors” of the Pack.
- b. The Cubmaster reports to them, and they are the “voting body” of the Pack who steer the program direction.
- c. Specific roles and key responsibilities
  - i. Advancement Chair
    - General understanding of the rank advancement requirements
    - Help plan Bobcat induction and AOL crossover ceremonies
    - Assist leaders and parents in tracking advancement via Scoutbook
    - Help develop plans for any Scouts falling behind in advancement
  - ii. Events/Outings Chair
    - Help Cubmaster develop program events and outings
    - Oversee pack equipment and equipment needs
    - Promote outdoor activities for the Pack and pack families
    - Promote safe activities via training and first aid preparedness
  - iii. Pack Trainer
    - Ensure all leaders are trained in current position and YPT
    - Work with Events/Outings chair to promote outdoors training
    - Promote training opportunities within the district and council
    - Work towards 100% YPT training for all parents
  - iv. Membership
    - Develop recruitment plans with Cubmaster and Committee
    - Help new Scouting families register with the pack
    - Onboard new Scouting families with Pack 404
    - Ensure new families are connected to their dens and the pack

- v. Fundraising (including Popcorn Kernel)
  - Lead annual Popcorn fundraiser
  - Promote Friends of Scouting
  - Help families with corporate donation/matching opportunities
  - Develop additional fundraising plans (as needed)
- vi. Community Outreach
  - Develop service projects to support: chartered org, community and schools
  - Promote pack activities via official website social media, and local media
  - Invite local officials to appropriate Cub Scout activities and events
  - Coordinate Scout Sunday activities
- vii. Secretary (Filled)
  - Handle pack correspondence: emails, newsletters, Scoutbook, etc.
  - Notify pack and leaders of events and meetings
  - Keep minutes of Leader and Committee meetings
  - Maintain pack library
- viii. Treasurer (Filled)
  - Work with Leadership to develop and maintain pack budget
  - Reconcile budget estimates from Leaders against actuals
  - Pay bills and reimburse approved expenses by check
  - Maintain financial accounts and records (banking and online store)
- ix. Committee Chair (Filled)
  - Maintain close relationship with COR and Cubmaster
  - Calling and presiding at Pack Committee meetings
  - Approving bills paid by the Treasurer
  - Ensure successful Pack Recharter
  - Conduct annual planning meeting
  - Work with Committee to recruit and approve new leaders

## 2. Assistant Cubmaster

- a. Our Pack is growing by leaps and bounds this year.
- b. We need more help to coordinate all the moving parts.
- c. Assistant Cubmasters have a specific area of focus for assisting the Cubmaster
- d. Be considered as part of the succession plan when the Cubmaster retires

## 3. Den Leaders (DL) & Assistant Den Leaders (ADL)

- a. The Den Leader's job is to coordinate the den meetings and activities.
- b. They are also responsible for ensuring the monthly adventure is taught and that Scouts are advancing toward their rank.
- c. They ARE NOT responsible for teaching every lesson, every month. Please see #4.
- d. Also NOT responsible for coordinating every event your den is hosting. Please see #5.
- e. Assistant Den Leaders are there to assist DLs and fill in when the DL is unavailable.
- f. A great role for an Assistant Den Leader is to be the Den Admin in Scoutbook

4. Teach a Topic/Adventure for your Den
  - a. Most dens will have 6-8 Scouts
  - b. Our active monthly den meetings are Sep-Nov & Jan-Apr
  - c. If each family signs up to teach one topic (adventure) everyone only has to teach once
  - d. Topics for the entire year (except for electives) are already set
  - e. We provide the Den Leaders handbook, which has complete lesson plans
  - f. Everyone has an area of expertise or interest that aligns with a Cub Scout adventure
  - g. Find an elective where you have experience or expertise
  
5. Event Coordinator (for an event hosted by your Den)
  - a. Each Den is responsible for coordinating one or more Pack events each year
  - b. We also ask that each den take a field trip, day trip or outing once every month or two
  - c. The responsibility for coordinating these events should not fall on the Den Leader
  - d. Someone who serves as an “event coordinator” is a perfect complement to den leadership
  
6. Den Popcorn Focal
  - a. Annual popcorn fundraising in the fall is a very big “to do” in Cub Scouting
  - b. Successful fundraising helps us keep dues low, and helps us provide a varied and exciting program for our Scouts
  - c. Having one “focal” for each Den who can answer questions, keep excitement up, and ensure each Scouting family is engaged is crucial to a successful fundraising
  - d. This role entails a moderate amount of work - less than being ongoing DL or ADL, but more than teaching one lesson or coordinating one event
  - e. Focus is from September through December
  
7. New Den Leader Mentor
  - a. We have almost 30 Scouts between our Webelos and AOL dens.
  - b. This means we have about 30 families with 4-5 years of Cub Scouting experience
  - c. This year we’ll also have at least six dens full of new Cub Scout families and Den Leaders
  - d. Having insight from an experienced Scout parent will help new Den Leaders acclimate to their position