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PACK 626

St Odilia Church, 3495 N Victoria St., Shoreview, MN 55126

Volunteer Leader Positions

P626 – Volunteer Position Summaries

Committee Chair

Description/Role

- Ensure Cubmaster and Den Leaders have the resources available to effectively run the program
- Conduct Fall planning meeting to develop a school year calendar of the Pack's events
- Complete the annual Pack Charter renewal in compliance with District guidelines
- Secure adult leaders and volunteers for events, track volunteer hours.
- Ensure successful Pack fundraising thru Popcorn sales/other events
- Prepare the agenda and preside at all Pack Committee meetings.
- Attend the District monthly roundtable, Pack committee meetings, and Pack meetings.
- Works with Advancement Chair to recognize volunteer leaders as appropriate
- Completes BSA Training for position

Est. Hours/month: 10

Timeframe: Ongoing

Cubmaster

Description/Role

- Plan and carry out the Pack program with the help of the Pack Committee.
- Serve as the master of ceremonies at the monthly Pack meetings.
- Attend the District monthly roundtable, Pack committee meetings, and Pack meetings.
- Completes BSA Training for position

Est. Hours/month: 10

Timeframe: Ongoing

Assistant Cubmaster

Description/Role

- Assists the Cubmaster and presides over pack meetings in place of Cubmaster
- Attend the Pack committee meetings and Pack meetings.
- Assists with planning of Pack program
- Completes BSA Training for position

Est. Hours/month: 10 **Timeframe: Ongoing**

Den Leader

Description/Role

- Plan and conduct Den meetings with the Assistant Den Leader and parents to ensure that the Den is working toward the next rank, thriving and having fun.
- Attend the Pack committee meetings, and Pack meetings.
- Lead the Den at the monthly pack activity.
- Encourage outdoor activities and scout/parent participation in camping events
- Completes BSA Training for position

Est. Hours/month: 10 **Timeframe: Ongoing**

Assistant Den Leader

Description/Role

- Assist and back up the Den Leader
- Assist in planning den activities
- Completes BSA Training for position

Est. Hours/month: 10 **Timeframe: Ongoing**

Treasurer

Description/Role

- Keep all records for the Pack, including Pack bank account, financial records, etc.
- Attend monthly Pack committee meetings to advice on financial status and budget.
- Manage revenues, expenses and reimbursements
- Prepares yearly budget draft for Annual planning meeting

Est. Hours/month: 4 **Timeframe: Ongoing**

Religious Emblems Coordinator

Description/Role

- Encourage scout participation in earning a religious emblem

- Work with dens at grades 2 & 4
- Coordinate review meeting for scouts with the Priest
- Arrange for presentation of emblems at Mass or other special recognition ceremony

Est. Hours/month: 2

Timeframe: December–March

Advancement Chair

Description/Role

- Uses Scoutbook to track Den's progress towards advancement and awards
- Purchase, organize, and distribute awards
- Encourages Den Leaders/Parents/Scouts to work on additional awards and recognition activities

Est. Hours/month: 6

Timeframe: Ongoing

New Membership Coordinator

Description/Role

- Maintain accurate records of all youth and leaders in Scoutbook
- Makes sure everyone is registered with the BSA.
- Conduct recruitment efforts during the fall membership drive
- Completes BSA Training for position

Est. Hours/month: 10

Timeframe: September

Camping Chair

Description/Role

- Plan and coordinate Polar Cubs, Akela, and Kiwanis camping activities
- Track attendance of scouts and submit to the Awards Coordinators for recognition
- Coordinate communications, activities and signups
- Completes range training as requested

Est. Hours/month: 2

Timeframe: Ongoing

Popcorn Kernel

Description/Role

- Attend planning meeting, reserve sales booth locations, coordinate signups for sales booths, fill take orders, pick up and track inventory
- Recognizes Scouts for their sales achievements
- Completes Popcorn Sales training through Council

Est. Hours/month: 15-20

Timeframe: August–October

Activities Chair

Description/Role

- Plans summer activities (1-2/month)
- Tracks participation in summer activities
- Coordinate with Advancement Chair on specific advancement criteria met through activities

Est. Hours/month: 4

Timeframe: April–August

Pack Trainer

Description/Role

- Encourage leader training
- Track training
- Share opportunities provided by District and Council (i.e. University of Scouting)
- Coordinate specific pack training if appropriate
- Communicates Archdiocese VIRTUS training offers and tracks leader completion

Est. Hours/month: 2

Timeframe: Ongoing