



*Cub Scout Pack 747 – St. Richard's School
Crossroads of America Council, Indianapolis, Indiana*

**ADULT LEADERSHIP POSITION DESCRIPTIONS
2009-2010**

There is a continual need to refresh our Pack with new adult leadership. It's important for everyone to support the pack's activities in some way so we can all enjoy the fun of cub scouting and see our boys advance and grow! Please take a look at these position descriptions and indicate what responsibilities you would be interested in having with the Pack.

Remember – It's for the boys!

Committee Chairman

- Directs the Cubmaster and other pack leaders
- Leads monthly meetings and coordinates advancements and re-charter

Cubmaster

- Plans pack events and arrangements
- Coordinates the work of the den leaders
- MC of pack meetings and advancement ceremonies
- Coordinates leaders meetings

Assistant Cubmaster

- Assists the Cubmaster in the execution of duties
- Chairs pack meetings in the absence of the Cubmaster
- Coordinates advancements, etc. in the absence of the Cubmaster
- Other duties and responsibilities as determined by the pack leadership

Den Leader

- Leads and coordinates the general activities of a cub scout den
- Ensures proper direction for advancement of the boys
- Works with the Cubmaster and other adult leaders in the leadership of the pack

Assistant Den Leader

- Assists the Den Leader with all duties involved in running the den

Pinewood Derby Chairman

- Coordinates the annual pinewood derby including purchase and distribution of the car kits, setting up car cutting session, Friday night set up of the track, and certificates.

Popcorn "Kernel"

- Chairs annual popcorn sale
- Distributes the order forms
- Collects the money from each scout and compiles the total order from the individual sales
- Sets up popcorn pickup and distribution
- Pays council for order



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Summer Camp Coordinator

- Sets the date(s) for summer camp at Camp Belzer and Camp K
- Reserves the dates with the Council in early January
- Communicates the camp plans to all pack members and parents
- Sets up adult leader schedule and driving schedule as needed
- Ensures proper Health Form documentation for each boy who attends
- Ensures each scout has paid the registration fees for camp.

School Year Campout Coordinator

- Reserves dates for camping with the scout office in advance
- Files a Tour Permit with the Scout office for each trip
- Communicates to the families the details of the campout and costs

Pack Meeting Food Coordinator

- Coordinates the ordering of pizza for the pack meetings

End of the Year Banquet Coordinator

- Makes the arrangements for the food at the End of Year Banquet in May

Pack Treasurer

- Manages the finances of the pack bank account
- Writes checks for pack expenses and popcorn sales

Communications Chair

- Sends out "electronic Friday Folder" announcements of pack events
- Works with the school to maintain the Cub Scout Web page on the St. Richard's site
- Sends stories to the SRS Day By Day of pack events and awards

Tiger Cub/New Scout Coach

- Works with the new scout families to form a Tiger Cub Den
- Helps the parents organize the den and help set up events
- Guides the new families into becoming Tigers

Hosting of Leader/Parent Monthly Meeting

- Host leader/parent monthly meetings at their house (usually Friday evenings around 6:00 p.m.-8:00)

Raingutter Regatta coordinator and/or other special events

- Similar to Pinewood Derby Coordinator – coordinates arrangements for Raingutter Regatta and/or other special events as determined by the pack leaders.

Commissioner

- Works with the unit, district and council for coordinated development of program
- Responds to chartering organization
- Helps with Friends of Scouting (FOS) fundraising