

Job Descriptions

Popcorn Kernel

filled

Attend the Council Popcorn Fair and Orientation on Sept. 7 to learn all about the popcorn fundraiser. Ensure sites are reserved for weekend (2 weekends) storefront sales. Secure popcorn pick-up and maintain overall inventory. Work with 7 den popcorn reps to schedule site sales for Scouts. Collect money and record prize selections.

Popcorn Den Rep (1 from each Den)

Hold popcorn for den. Ensure popcorn is available for scheduled site sales. Maintain inventory for den. Disperse popcorn to Scouts for “card sales” (door-to-door and family/friends sales). Work with Popcorn Kernel to ensure successful popcorn fundraiser.

Blue and Gold Dinner Chair

filled

Ensure that the Blue Gold Dinner is a great success. Work with Pack Committee to determine theme. Book space for dinner. Secure food and entertainment. Oversee Blue and Gold Dinner Committee.

Blue & Gold Dinner Committee (3)

Work with Blue & Gold Dinner Chair to prepare for great anniversary dinner. Make invitations. Track attendance. Help decorate. Work with Den volunteers to set-up and clean-up.

Summer Picnic Coordinator (2)

Work as a team to choose location for summer picnic. Plan activities with the Cubmaster. Create menu and purchase food. Create flier.

Scouting for Food Coordinator

Attend Council Scouting for Food Kickoff meeting to learn about the food drive. Present dates and other info to Pack. Distribute fliers to Den Leaders. Create den zones for distribution of fliers and food pick-up. Deliver food to designated drop-off location.

Summer Camping Chair

Attend the Council Cub Scout Summer Camping Info session. Learn about the different summer Cub Scout camps offered. Present info to Pack along with Cubmaster (may be able to use Boy Scouts). Track attendance to Cub Scout Summer camps.

Red Ribbon Week Coordinator

Work with Girl Scout leaders to make and distribute red ribbons to be on trees during Riley’s red ribbon week. Historically the Pack pays for red tablecloths which the girl scouts cut into strips. By Den, the Scouts have territory in which to tie the ribbons.

Friends of Scouting Representative

Attend Council FOS meeting to learn about the program. Either make a presentation or have a Council representative make a presentation to the Pack during Blue and Gold Dinner. Friends of Scouting is a fundraiser which primarily supports the council campgrounds. Council will have pre-labeled pledge cards available. Track distribution and collection of pledges.

Outing Coordinator (6)

Each month the Pack goes on an outing. Work with Volunteer Coordinator to learn about the outing. Make reservations for the activity and work out details with the facility, if necessary. Secure Council Tour permit, if location is more than 35 miles from Riley. Create flier with pertinent information. Collect fees and track attendance. Act as leader during activity.

Winter and Spring Campout Coordinators (2)

The campouts are two nighters (Friday – Sunday). Historically Webelos and their families only are allowed to attend the first night. Work with Cubmaster to plan events. Prepare menu and plan multiple outdoor activities with indoor activities as back-up in case of inclement weather. Purchase food and material for activities. Transport gear to and from camp. Help with camp set-up and establish a clean-up detail of all attending families.

Pack Night Refreshments (2)

As a team provide drinks and snacks for social time after pack Night activities.

Lunches for the Homeless Coordinator

This is an on-going activity. Coordinators set a schedule for Dens to make lunches for the homeless. Each Den on its designated day makes lunches consisting of sandwiches and fruit. Coordinators purchase and deliver the food to the den. Den makes drop off to the charity group.

Newsletter Editor

Provide an agenda for Pack Nights. Recognize Scouts for advancements. Print articles from Scouts and Scouters.

Photographer

Take as many digital pictures as possible at Pack activities including Pack Nights and outings. If unable to attend an activity, photographer should find a replacement. Pictures may be posted on the Pack website, placed in the newsletter, used in montage, or sent to local papers.

Webmaster

Help keep the Pack informed. Keep on-line calendar current. Upload informational fliers. Post pictures. Be creative as you like.

Pinewood Derby Chair

Oversee smooth running of the Pack's annual Pinewood Derby. Purchase and distribute cars. Ensure rules are adequate. Run a hands-on workshop. Make use of Pinewood Derby Committee.

Pinewood Derby Committee

Meet with the Pinewood Derby Chair prior to derby to get job assignments. Duties may include track set-up the night prior to event, registration, weigh-in, pit-crew, supervising activities that go on during the derby (We've had pop-a-shot basketball games in the past as well as Hot Wheels tracks), judging, starting gate, making a flier, decoration and more.

Pinewood Derby Refreshments

Work with Pinewood Derby Committee to prepare refreshment stand for Derby Day.

Volunteer Coordinator

Attend monthly Pack Leaders meetings. Work with volunteers to ensure they understand responsibilities of job. Make sure volunteers meet deadlines. Report as necessary to Committee and work as assistant to Committee Chair.

Arrow of Light Craftsman

Make wooden arrows and shafts for Webelos graduates. Each arrow is individualized for the Scout to recognize his own personal achievement record. Training is provided.