

# Pack 60 Volunteer Positions

This document is a summary level overview of all of the leadership positions in Pack 60. We have many positions to meet the ever-changing needs of our Pack and its families. One person may have many roles, but it is our intention that any single role is limited in nature as to not be too burdensome for the volunteer.

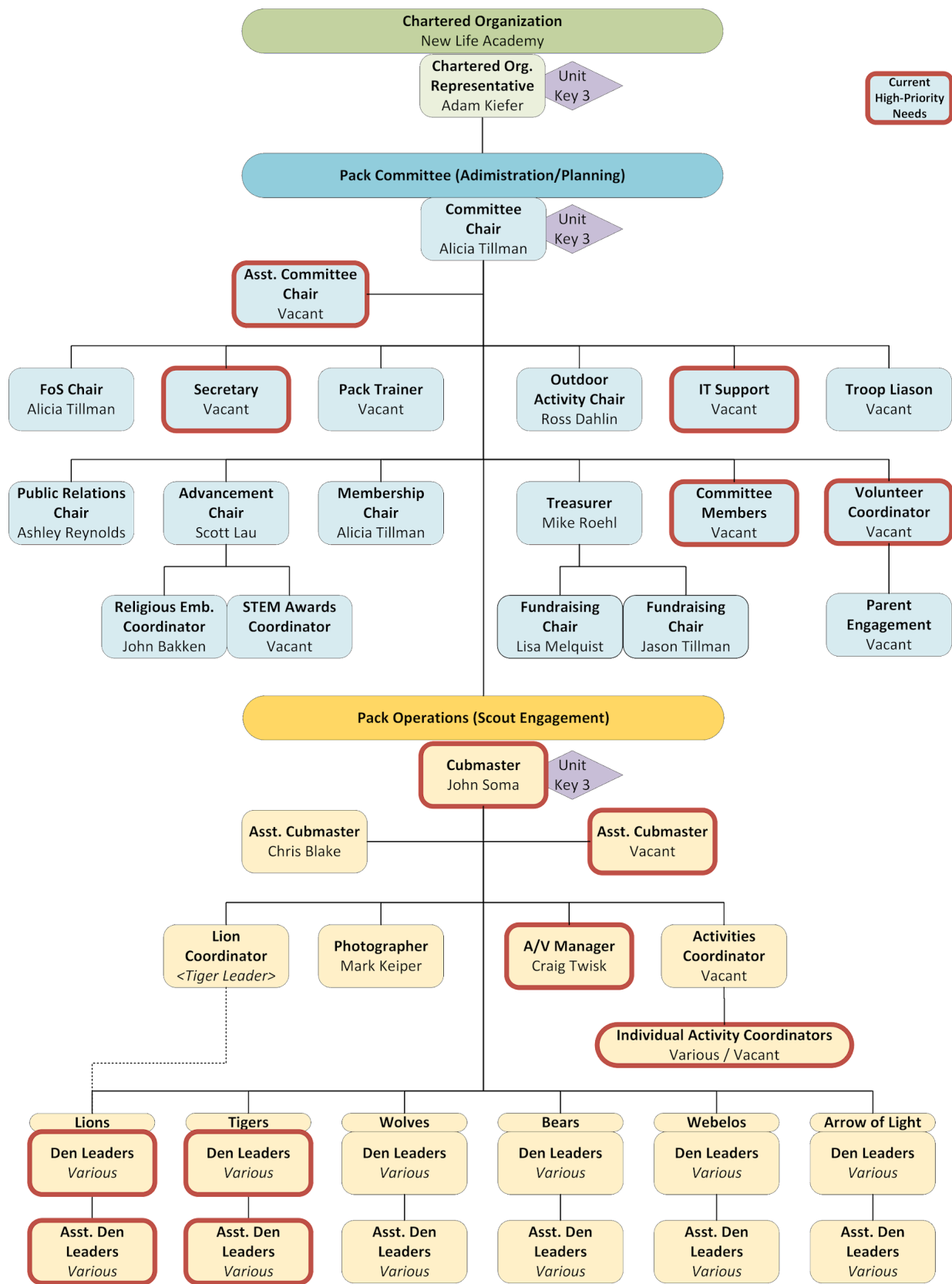
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# Pack 60 Organization Chart

(as of 9/2019)



## Unit Key 3 - Description

The Unit Key 3 represents the primary role in each of the 3 major areas in the Pack organization:

- Chartered Organization – Chartered Org Representative
- Administration/Planning – Committee Chair
- Operations (Scout Engagement) – Cubmaster

As the leads of the 3 primary organizational areas, it is the Key 3's responsibility to discuss the overall unit health, its challenges and to ensure that a quality program are put forth.

## Chartered Organization (New Life Academy)

### Chartered Organization Representative

**Incumbent:** Adam Kiefer

**Description:** Key 3 Member. Serves as the direct contact between the pack and the chartered organization. Also serves as the chartered organization's contact with the district committee and local council. Represents the Chartered Organization's interests at Pack events. Attends Pack Committee meetings as desired.

**Reports to:** Chartered Organization (New Life Academy)

**Time Commitment:** Minimal (2-4 hours/month)

## The Pack Committee (Administration/Planning)

Every Pack is under the supervision of a pack committee, which consists of at least three members (Committee Chair, Secretary, and Treasurer). By handling administrative and support tasks, the pack committee allows the Cubmaster, den leaders, and their assistants to focus on working directly with the Cub Scouts.

### Committee Chair

**Incumbent:** Alicia Tillman

**Description:** Key 3 Member. Leads the pack committee and is responsible for the administration, planning, oversight, and support of the pack program, allowing the Cubmaster and Den Leaders to focus on working directly with the Cub Scouts.

**Responsibilities Include:** conducting pack leadership planning meetings (Committee Meeting); working with the Chartered Organization to ensure a safe and proper meeting environment; approving all pack expenditures; working with the Cubmaster on policy matters related to the operation of the Pack; working with District contacts to ensure the Pack aligns with district goals; working with the Unit Commissioner to maintain strong Pack/Troop relationships to provide a smooth transition from Cub Scouts into Boy Scouts

**Reports to:** Unit Commissioner

**Time Commitment:** High (2-4 hours/week)

## Assistant Committee Chair

**Incumbent:** Vacant

**Description:** Assists the Committee Chair in all activities. Stands in for the Committee Chair when the Chair cannot be present. Becomes the Committee Chair after the Chair's steps down.

**Reports to:** Committee Chair

**Time Commitment:** Medium (1-2 hours/week)

## Treasurer

**Incumbent:** Mike Roehl

**Description:** Ensures that the pack's finances are sound by working with the pack committee and Cubmaster on a pack budget. Maintains pack financial records; collects dues; makes payments as approved by the Committee Chair.

**Reports to:** Committee Chair

**Time Commitment:** Medium (1-2 hours/week)

## Committee Member *(Multiple Positions)*

**Incumbents:** vacant – multiple positions available

**Description:** Provides input into the Pack planning process at Pack Committee Meetings. Assists the other committee members and pack leaders when possible.

**Reports to:** Committee Chair

**Time Commitment:** Low (2-4 hours/month)

## Secretary

**Incumbent:** Vacant

**Assistant:** Vacant

**Description:** Ensures that proper records are kept within the Pack; Maintains minutes and records of all decisions made at Pack Committee Meetings; Maintains records of pack inventory, attendance, membership, advancement, etc.

**Reports to:** Committee Chair

**Time Commitment:** Medium (1-2 hours/week)

## Advancement Chair

**Incumbent:** Scott Lau

**Assistant:** Vacant

**Description:** Keep track of current Scout advancement levels. Work with Den Leaders to make sure Scouts are on track to make rank. Work with Den Leaders and Pack Leadership to engage Scouts that are lagging behind.

**Reports to:** Committee Chair

**Time Commitment:** Low (2-4 hours/month)

## Public Relations (Communications) Chair

**Incumbent:** Ashley Reynolds

**Assistant:** Vacant

**Description:** Publicizes and promotes Pack activities to pack families, and the public, using any means appropriate (email, newsletter, web page, Facebook, etc.). Works with the Pack Committee on recruitment efforts (flyer, brochures, etc.).

**Reports to:** Committee Chair

**Time Commitment:** Low (2-4 hours/month)

## Outdoor Activity Chair

**Incumbent:** Ross Dahlin

**Assistant:** Vacant

**Description:** Helps the Cubmaster plan and arrange for outdoor activities. Arranges for property, fire, and tour permits where needed. Promotes and organizes other outdoor and activities available to pack members.

**Reports to:** Committee Chair

**Time Commitment:** Low (2-4 hours/month)

## Membership and Registration Chair

**Incumbent:** Alicia Tillman (Committee Chair)

**Assistant:** Vacant

**Description:** Works with the Cubmaster and the Pack Committee to develop and carry out a plan for year round membership growth. Manage annual recruitment events such as School Night for Scouting and other "Invite-a-friend" events. Manage the registration process for incoming scouts.

**Reports to:** Committee Chair

**Time Commitment:** Low (2-4 hours/month); September: High (2-4 hours/week) during fall recruitment and beginning of the Scout year;

## Friends of Scouting Chair

**Incumbent:** Alicia Tillman (Committee Chair)

**Assistant:** Vacant

**Description:** Manage the annual Friends of Scouting (FOS) fundraising campaign to help fund Council level activities, such as camperships for less fortunate scouting families, council-led day camps, etc.

**Reports to:** Treasurer

**Time Commitment:** Periodic: February (1-2 hours/week)

## Pack Trainer

**Incumbent:** Vacant

**Assistant:** Vacant

**Description:** Works with Committee members and Pack Leaders to ensure that everyone is up to date on their required training modules. Promotes other leadership training events such as University of Scouting; Round Table; Wood Badge; etc.

**Reports to:** Committee Chair

**Time Commitment:** Periodic: Low (2-4 hours/month)

## Volunteer Coordinator

**Incumbent:** Vacant

**Assistant:** Vacant

**Description:** Works with the Committee to survey the Pack families for experience and talents. Networks with Pack families and den leaders to identify other potential volunteers. Follows up with potential volunteers to find a place they can help. Works with the Cubmaster, Activities Chair, and Individual Activity Coordinators to make sure we have appropriate help available for events.

**Reports to:** Committee Chair

**Time Commitment:** Medium (1-2 hours/week)

## Parent Engagement Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Works with the Volunteer Coordinator to develop a plan to increase parent engagement at Pack Meetings. Potentially plan and execute 20 minute parent breakout sessions to convey Pack information while their scouts are participating in the Pack meeting. Lead Q/A sessions after the breakout sessions. Works with Volunteer Coordinator to find ways to increase parent involvement in the pack.

**Reports to:** Volunteer Coordinator

**Time Commitment:** Low (2-4 hours/month)

## Religious Emblem Coordinator

**Incumbent:** vacant

**Outgoing:** John Bakken (AoL Leader – Transitioning Out)

**Assistant:** vacant

**Description:** Works with the Committee to promote Duty to God requirements and specifically the Religious Emblem Awards within the Pack. Educates families on award requirements. Coordinates with Den Leaders on securing needed meetings and materials.

**Reports to:** Advancement Chair

**Time Commitment:** Periodic: Low (2-4 hours/month)



## STEM Awards Coordinator

**Incumbent:** Vacant

**Assistant:** vacant

**Description:** Works with the Committee to promote available STEM awards to the Den Leaders and families. Help educate Den Leaders on what is available, and when needs to be done to earn the awards. Coordinates with Den Leaders on securing needed meetings and materials.

**Reports to:** Advancement Chair

**Time Commitment:** Periodic: Low (2-4 hours/month)

## Fundraising Chair

**Incumbent:** Lisa Melquist / Jason Tillman

**Assistant:** vacant

**Description:** Works with the Committee and the Treasurer to generate fundraising ideas in order to support the operation of the Pack and the keep annual dues low. Coordinates with the individual fundraising chairs to provide support as needed. Plans and executes a fundraising party to reward scouts for all their hard work.

**Reports to:** Treasurer

**Time Commitment:** Periodic: Sep-Nov: Medium (1-2 hours/week); Dec-Aug: Low (2-4 hours/month)

## Christmas Wreath Chair

**Incumbent:** Lisa Melquist

**Assistant:** vacant

**Description:** Works with the Fundraising Chair to plan, organize and execute the annual Christmas Wreath fundraiser. Promotes the fundraiser to the pack families and work with families to ensure a smooth fundraising operation. Organizes receipt and delivery of wreath orders to scouts.

**Reports to:** Fundraising Chair

**Time Commitment:** Periodic: Sep-Nov: High (2-4 hours/week)

## Popcorn Chair *(Multiple Positions)*

**Incumbent:** Jason Tillman

**Assistant:** vacant

**Description:** Works with the Fundraising Chair to plan, organize and execute the annual Popcorn fundraiser. Promotes the fundraiser to the pack families and work with families to ensure a smooth fundraising operation. Works with the individual popcorn managers to make sure inventory, and storefronts are properly managed.

**Reports to:** Fundraising Chair

**Time Commitment:** Periodic: Aug-Nov: High (2-4 hours/week)

### *Inventory Manager/Accountant*

**Incumbent:** Vacant

**Assistant:** vacant

**Description:** Receives and manages initial popcorn delivery. Works with parents to deliver needed popcorn to Scouts. Works with the Storefront Manager to make sure the storefronts are adequately stocked. Orders and obtains addition inventory as needed to support storefronts and individual Scout Sales. Keeps track of Scout sales, calculates prize eligibility, calculates individual Scout Credit.

**Reports to:** Popcorn Chair

**Time Commitment:** Periodic: Aug-September: Med (1-2 hours/week); Oct: High (2-4 hours/week)

### *Storefront Managers (Multiple Positions)*

**Incumbent:** Jesse Reed, Sanjeeva Ratnayake

**Assistant:** vacant

**Description:** Contacts local businesses to secure storefront sales availability. Coordinates the setup and takedown of daily storefront sales. Works with the Inventory Manager to make sure each storefront is well stocked and equipped with the necessary tools to make sales (credit card reader, wifi hotspot, money bag, etc.) Responds to technical issues during storefront sales.

**Reports to:** Popcorn Chair

**Time Commitment:** Periodic: July-Aug: Low (2-4 hours/month); Sept=Oct: High (2-4 hours/week)

## IT Support

**Incumbent:** Vacation

**Assistant:** vacant

**Description:** Works with the Committee and its various Chairs to provide technology support to the Pack. Responsibilities include configuration and support of communications tools such as the Pack Website, Facebook page, and email; Support of the computer systems used for Pack Meeting A/V display; anything else that has a technology component.

**Reports to:** Committee Chair

**Time Commitment:** Periodic: Low (2-4 hours/month)

## Troop Liaison

**Incumbent:** Vacant

**Assistant:** vacant

**Description:** Establishes contact with local Boy Scout Troops to coordinate troop relation events such as: Den Chiefs, Webelos Nights, Webelos Campouts, etc. Informs Troops of crossing over plans. Communicates with troops to acquire scout volunteers if needed.

**Reports to:** Committee Chair

**Time Commitment:** Periodic: Low (2-4 hours/month)

## Pack Operations (Scout Engagement)

### Cubmaster

**Incumbent:** John Soma

**Description:** Key 3 Member. Works with the Pack Committee to develop and plan monthly Pack Meetings, outings and activities. Executes and leads the plan developed by the Pack Committee.

**Responsibilities Include:** Executing and leading the monthly pack meeting, monthly pack meetings and pack outings; encouraging engagement in Pack service projects; guiding and supporting Den Leaders in the execution of their Den programs; helping the Pack Committee seek out and recommend potential volunteers.

**Reports to:** Committee Chair

**Time Commitment:** High (2-4 hours/week)

### Assistant Cubmaster *(Multiple Positions)*

Incumbent #1: Chris Blake

Incumbent #2: vacant

Incumbent #3: vacant

**Description:** Assists the Cubmaster in all duties related to pack operation. Able to replace the Cubmaster in case of emergency.

**Reports to:** Cubmaster

**Time Commitment:** Medium (1-2 hours/week)

### Den Leader *(Lion/Tiger/Wolf/Bear/Webelos/AoL)*

Volunteers Needed: Minimum 1 per Den. Minimum 1 Den per Grade Level (K-5)

**Description:** Works with the Cubmaster and den parents to plan monthly den meetings, and monthly den outings, to cover various requirements needed for rank advancement. Assists the Cubmaster in the leadership and execution of pack meetings and other pack events.

**Reports to:** Cubmaster

**Time Commitment:** Medium (1-2 hours/week)

### Assistant Den Leader *(Lion/Tiger/Wolf/Bear/Webelos/AoL)*

Volunteers Needed: Minimum 1 per Den. Minimum 1 Den per Grade Level (K-5)

**Description:** Assists the den leader in the planning and execution of den meetings and events.

Stands in for the Den Leader if unavailable or assigned to other duties.

**Reports to:** Cubmaster

**Time Commitment:** Low (2-4 hours/month)

## Lion Coordinator

**Incumbent:** Current Tiger Den Leader

(Position generally assigned to the Tiger leader who was previously the Lion Leader)

**Description:** Assists the incoming Lion Den Leaders by acting as the Lion Den Leader for the first month. Secures a meeting space, plans and leads the September agenda. Serves as a support resource for any questions the new Lion leaders may have throughout the year.

**Reports to:** Cubmaster

**Time Commitment:** Periodic: September: Medium (1-2 hours/week); Oct-May: Very Low (1-2 hours/month)

## Pack Meeting Assistants *(Multiple Positions Monthly)*

Volunteers Needed: 1-2 /month

**Description:** Works with the Cubmaster and the Activities Chair to assist in the planning, preparation and execution of that month's Pack Meeting. Attends the committee meeting before the Pack Meeting to provide input and feedback on the status of current plans. Arrives early and stays late at the assigned Pack Meeting to help with the Pack Meeting setup and close out.

**Reports to:** Cubmaster

**Time Commitment:** Periodic: Medium (1-2 hours/week) for the month leading up to the assigned Pack Meeting.

## Pack A/V Manager

**Incumbent:** Craig Twisk

**Assistant:** vacant

**Description:** Works with the Cubmaster to execute any A/V needs during the Pack Meeting (slideshows, sound, lights, microphone, etc.)

**Reports to:** Cubmaster

**Time Commitment:** Low (2-4 hours/month)

## Pack Activities Chair

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Assists the Cubmaster with coordinating the planning and execution of all (non-Pack Meeting) Pack activities as approved by the Pack Committee. Works with the individual activity coordinators to ensure the successful planning and execution of the specific activities.

**Reports to:** Cubmaster

**Time Commitment:** Low (2-4 hours/month)

## Individual Activity Coordinators

### Summer Camp Coordinator

**Incumbent:**

**Assistant:**

**Description:** Responsible for promoting, planning, and registration for Cub Camp and Webelos Outpost. Works with the AoL leaders to plan and register AoL scouts for Navajo (Tomahawk) camp.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: March-May - Med-High (1-4 hours/week)

### Polar Cubs Coordinator

**Incumbent:**

**Assistant:**

**Description:** Responsible for promoting, planning, and registration for winter Polar Cubs day camp.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: Dec-January - Med-High (1-4 hours/week)

### Fishing Derby Coordinator

**Incumbent:**

**Assistant:**

**Description:** Responsible for promoting, planning, and registration for the annual Summer Fishing Derby event.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: June-July - Med-High (1-4 hours/week)

### Ice Fishing Derby Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for the annual Winter Ice Fishing Derby

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: January-February - Med-High (1-4 hours/week)

### NLA Grounds Cleanup Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for the annual NLA Grounds Cleanup service project.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: April-May - Med-High (1-4 hours/week)

### Fall Kick-Off Campout Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for the annual Fall Kick-Off Campout

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: August-September - Med-High (1-4 hours/week)

### End of Year Picnic/Campout Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for the annual end-of-year picnic/campout

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: March-May - Med-High (1-4 hours/week)

### Woodbury Days Parade Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: March-May - Med-High (1-4 hours/week)

### Sandwich Making/Dorothy Day Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for winter pack meeting sandwich making project, coat drive, toiletry drive, and dispersal at Dorothy Day or other similar location.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: Dec-Jan – Med/High (1-4 hours/week)

### Salvation Army Bell Ringing Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for the Pack service project to ring the Salvation Army bells at various locations around Woodbury

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: November-December - Med (1-2 hours/week)

### Pinewood Derby Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for the annual Pinewood Derby. Help recruit and manage additional parent and leader volunteers to operate the various parts of the Pinewood Derby event.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: Dec-Jan - Low (2-4 hours/month); February – High (2-4 hours/week)

### Cake Bake Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for the annual Pack Cake Bake to celebrate the birthday of Scouting.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: January-February – Medium (1-2 hours/week)

### Bike Rodeo Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for the annual Bike Rodeo and rain-out contingency plan.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: April-May - Medium (1-2 hours/week)

### Blue & Gold / Crossing Over Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Coordinate efforts between the AoL Den Leaders and families to properly plan the annual Crossing Over event for the scouts crossing over in to Boy Scouts. Work with the Troop Liaison to ensure Troops are informed of what is needed of them at the ceremony. Arranges for additional items as needed (Order of the Arrow presentation, food catering or potluck, AoL career arrows, etc.)

**Reports to:** Cubmaster

**Time Commitment:** Periodic: October – November – Low (2-4 hours/month); December-March – Medium (1-2 hours/week)

## Other Misc Activity Coordinator

**Incumbent:** vacant

**Assistant:** vacant

**Description:** Responsible for promoting, planning, and registration for other miscellaneous activities as deemed necessary by the Pack Committee. Possible examples include:

- Raingutter Regatta Coordinator
- Space Derby Coordinator
- Feed My Starving Children Coordinator
- Etc.

**Reports to:** Pack Activities Coordinator / Cubmaster

**Time Commitment:** Periodic: 2 months/year - Medium (1-2 hours/week)

## Pack Photographer

**Incumbent:** Mark Keiper

**Assistant:** vacant

**Description:** Attends Pack Meetings, and other Pack events as requested by the Cubmaster, to take photos of the Pack in action. Works with the Communications Chair to help provide appropriate photos for Pack communications. Manages a digital photo inventory. Enables Den Leaders and other Pack leadership to add additional photos to the photo inventory.

**Reports to:** Cubmaster

**Time Commitment:** Low – (2-4 hours/month)