

Troop 539 Adult Volunteer Roles

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Assistant Scoutmaster

Between 2-10 hours/month - your choice!

1. Support the Scoutmaster and Senior Patrol Leadership
2. Lead/participate in 2 troop events/year; e.g., weekend camping, backpacking, summer camp, snow camping, community service events
3. Conduct Scoutmaster conferences in SM's absence
4. Attend Tuesday Troop meetings (on some cadence partnering with others)
5. Participate in necessary ASM training (online & 1 overnight training)

Event Leader

We need a registered adult leader (e.g., ASM, Committee Member, or merit badge counselor) for every event/trip. If we spread this job across all adult leaders, everyone can lead ONE event for the year!

We have someone in our troop that will help research and book locations/campgrounds, if needed.

Once the event and location is decided, the leader can pick the date (if not decided) and is then responsible for the following:

1. Recruiting other leaders to attend
2. Managing communications:
 - a. Bulletins at scout meetings (or delegate to your scout!)
 - b. Email reminders and information to help families plan and decide if they want to attend
 - c. Posting the event on Scoutbook (ask for help if you don't know how to do this)

3. Drivers/cars:
 - a. How many drivers/cars we need and finding those drivers
 - b. Communicating with drivers for maps, parking, or fees
4. Meals
 - a. Communicate the number of meals to plan for
 - b. Designating a fossil patrol grubmaster
5. Working with scout patrol leader to designate patrols and assign grubmasters
6. Collecting and tracking payments
7. Managing RSVP's, including late additions and cancellations
8. Handling safety paperwork/training as needed (ensuring med forms are completed and along for the trip)

Membership Chair

5-10 hours/month during Oct, Feb, Mar; other months <1 hour

1. Schedule fall Cub Scout welcome events (Day at the Hut, Day at Swanton, or overnight camping trip)
2. Advertise the troop events with local Cub Scout Packs, on NextDoor, in emails, with schools, on Facebook, etc.
3. Coordinate Bridging Ceremonies with Cub Scout Packs
4. Purchase new scout supplies (handbooks, neckerchiefs, slides, shoulder loops, Troop 539 patches)

Class-B Shirt Chair

1. Purchase Class B t-shirts as needed. (Customink.com has previous order information to easily reorder)
2. Order 1st class neckerchiefs as needed (need to find someone in the troop that knows who does these)

Treasurer

4-10 hours/month

1. Collect reimbursement forms and issue reimbursement checks throughout the year (average of 10/month).
2. Work with committee chair on re-chartering fees (December), Hi Sierra fees (July, March, May), and other payments as needed.
3. Summarize finances to the Fossil Patrol once/year

Advancement Chair

1. Maintain accurate reports of all rank advancements, leadership positions, and merit badges, including transferring all summer camp records to Scoutbook
2. Schedule and lead Boards of Review approx once/month; find parent volunteer participants for reviews
3. Obtain paperwork necessary to purchase all needed badges, awards, etc with the council office/scout shop
4. Coordinate Eagle Boards of Review with the council office as needed

Committee Chair

Busiest time = Oct-Dec; 2 hours/month the rest of the year

1. Manage re-chartering process (October-December); work with Membership Chair on current membership
2. Attend monthly Pioneer District roundtable meetings
3. Update the troop on communications/processes/events from the council and the chartering organization (LG Lions)
4. Part of "Key 3" - decision making and application approvals

Program Chair

Phone calls and online bookings throughout the year

1. Do you like to find great places to camp/explore, this is the perfect job for you!
2. Reserve ~9 trips per year (weekend campsites, summer camp, backpacking, whitewater rafting, Angel Island, snow camping/skiing, Yosemite, iFly, etc)
3. You are not expected to lead or attend these events! We just need help planning ahead and getting sites reserved in advance.
4. We have many "resident experts" in our troop that can provide you with a lot of background and suggestions.
5. ASMs will sign up to lead these reserved events; if not, they will be canceled.

Medical Form Czar

~15 hours/month during May, June, and July

1. Ensure every scout has required medical forms on file; new sets required yearly
2. Organize medical files for summer camp (May thru July)
3. Create lanyards and folders when new scouts join
4. Attend troop meetings in May/June/July to collect forms, make copies, get corrections, etc.
5. Gather other needed Hi Sierra forms (shooting form, parent transport form)

Community Service Chair

Organize one or more events/quarter

1. Find community service events and coordinate for troop participation
2. Publish events on troop calendar and advertise them at troop meetings

Equipment Coordinator

~5 hours/month twice per year; timing is your choice

1. Empower the Troop Quartermaster to organize equipment checks twice/year
2. Empower and guide the Troop Quartermaster to organize clean-ups of the troop storage area
3. Replenish equipment as needed

Hi Sierra Coordinator

~10 hours total between April and July; timing is your choice

1. April thru July - Documents and emails (you can easily re-use what's been written in prior years)
2. Mid-May - Merit Badge sign-ups (1 hour of prep, 2 hours to sign everyone up, 1 hour of follow-up)
3. Driver coordination in July

Board of Review Participant

~1 hour per month, or more if willing

1. Attend a board of review (in person or on zoom).
2. You will receive questions ahead of time.
3. This is a very fun and rewarding role to see the boys mature with time!

Other Roles

1. Driving to/from events
2. Hut clean-ups
3. Hut repairs
4. Swanton clean ups