

PACK 502 VOLUNTEER OPPORTUNITIES: PACK & DEN LEADERS

Role	Job Description	Volunteers	Est. Hours	Month(s)	Training
Cubmaster	<ul style="list-style-type: none"> Run the Pack Program, monthly themes and events per annual Fall planning meeting & calendar Serve as the master of ceremonies at monthly Pack meetings. Attend District monthly roundtable, Pack committee meetings, and Pack meetings. Coordinate Flag ceremonies and service projects 	1	10 hrs./month	Ongoing	YPT, Pack Fast Start, This Is Scouting, Intro to Cub Scouts/How We Have Fun, Cubmaster Training https://training.scouting.org/learning-plans/1135
Assistant Cubmaster	<ul style="list-style-type: none"> Assists and fills in for the Cubmaster. Attends the Pack committee meetings and Pack meetings. 	1	10 hrs./month	Ongoing	YPT, Pack Fast Start, Cubmaster Training https://training.scouting.org/learning-plans/1135
Den Leader	<ul style="list-style-type: none"> Attend the Annual Fall planning meeting, Pack committee meetings and Pack meetings. Plan and conduct Den Meetings with Asst. Den Leader & parents to ensure that Den is working towards rank, thriving and having fun. Lead the Den in the monthly pack activity according to the theme. Attend a pow wow, University of Scouting or FOUR roundtables (required for Den Leader Training Award) 	1 per den	10 hrs./month	Ongoing	YPT, Den Leader Training https://training.scouting.org/learning-plans/1135
Assistant Den Leader	<ul style="list-style-type: none"> Enter completion of Den activities and adventures and attendance to weekly and monthly events into ScoutBook.com Assists and back up the Den Leader (optional if Den has less than 3 youth) Helps with the Den Chief program www.scouting.org/training/youth/den-chief-training 	1 per den	10 hrs./month	Ongoing	YPT, Den Leader Training https://training.scouting.org/learning-plans/1135

PACK 502 VOLUNTEER OPPORTUNITIES: PARENT'S COMMITTEE CHAIRS & COORDINATORS

Role	Job Description	Volunteers	Est. Hours	Month(s)	Leader(s)
Committee Chair	<ul style="list-style-type: none"> Prepare the agenda and preside at all Pack Committee meetings. Conduct an annual Fall planning meeting to plan the Pack Program, monthly themes and events Complete the annual Pack Charter renewal in compliance with District guidelines Serve as primary contact with CMS school administration and support staff regarding Pack needs. Attend the District monthly roundtable, Pack committee meetings, and Pack meetings. Secure adult leaders and volunteers for events, track volunteer hours. 	1	10 hrs./month	Ongoing	YPT, Pack Fast Start, This Is Scouting, Pack Committee Chair Training
Treasurer/Finance Chair	<ul style="list-style-type: none"> Keep all financial records for the Pack, including Pack bank account, fundraisers, etc. Attend monthly Pack committee meetings to advise on financial status and budget. Manage revenues, expenses and reimbursements 	1	8 hrs./month	Ongoing	YPT, Pack Fast Start, This Is Scouting, Pack Committee Member Training
Secretary/Advancement Chair	<ul style="list-style-type: none"> Attend and record minutes of monthly Pack committee meetings Verify that new parents get logged into ScoutBook and complete their ScoutBook fast start training Weekly review ScoutBook to verify Den Leaders & parents are tracking progress, recording meeting and event attendance Make sure adult leaders are aware of adult award/knot requirements, training events and opportunities. Purchase, organize, and help distribute loops, pins, patches and other awards 	1	10 hrs/month	Ongoing	YPT, Pack Fast Start, This Is Scouting, Pack Committee Member Training.
Recruiting, Membership & Training Chair	<ul style="list-style-type: none"> Lead recruitment efforts during the fall and spring membership drives Assist in registering youth and adult leaders with BSA and verifying that all youth and leaders are in ScoutBook.com Help adults to complete Position Specific Training and keep YPT current (renew every 2 years). Verify CubScouts do https://www.scouting.org/programs/cub-scouts/preview-adventures/protect-yourself-rules each year 	1	15-20	Sept & March	YPT, Pack Fast Start, This Is Scouting, Pack Committee Member Training.
Monthly Event Coordinator	<ul style="list-style-type: none"> Helps coordinate communication, signups, billing and registration for monthly activities & events. 	1	2 hr./month	Monthly	YPT
Webmaster & IT Chair	<ul style="list-style-type: none"> Manage all Pack communications via website, calendar, evites, etc. Maintain contact information for committee and scouts Manage and update emails and distribution lists. 	1	6 hrs./month	Ongoing	YPT, Pack Fast Start, This Is Scouting, Pack Committee Member Training.
Social Media/Corn Chairs	<ul style="list-style-type: none"> Post pics of events & meetings from WhatsApp to FaceBook, Instagram social media (only cub scout first names) Draft and email a monthly Pack newsletter 	2	3 hrs./month	Ongoing	YPT
Pack Meeting Coordinator	<ul style="list-style-type: none"> Propose monthly themes & Pack Meeting activities at annual Fall planning meeting. Help coordinate the Pack Meeting activity. Space Derby, Raingutter Regatta, cake contest, special crafts, etc. 	1	2 to 8 hrs./month	Ongoing	YPT
Journey to Excellence Chair	<ul style="list-style-type: none"> Review Journey To Excellence requirements and help Pack achieve highest award level possible. Calculate scores, obtain signatures and submit JTE paperwork www.scouting.org/awards/journey-to-excellence 	1	5	Dec -March	YPT, https://training.scouting.org/learning-plans/1121
Popcorn Chair	<ul style="list-style-type: none"> Attend planning meeting, reserve sales locations, coordinate signups, track inventory & pick ups. www.mccscouting.org/popcorn 	1	15-20	Sept-Nov	YPT
Religious Emblems Chair	<ul style="list-style-type: none"> Coordinate CubScout completion of www.scouting.org/awards/religious-awards 	1	2 to 8	Winter	YPT
Holiday Party Committee	<ul style="list-style-type: none"> Plan December Holiday party, coordinate den game booths, decorations, costume contest, food. 	1	3 to 8	December	YPT
Scouts' Day Coordinator	<ul style="list-style-type: none"> Coordinate sign up, register and lead Scout Day at Checkers (hockey), Knights (baseball) or other scouts day sporting event, etc. 	1	2 to 8	various	YPT
Pinewood Derby Committee	<ul style="list-style-type: none"> Coordinate kit distribution, manage impound day, test racing track equipment, set up and run derby day 	3	5	Dec -Feb	YPT
Blue and Gold Committee	<ul style="list-style-type: none"> Coordinate B&G Banquet, including food, decorations, Friends of Scouting, rank advancement ceremony & entertainment. 	2	10	Jan/Feb	YPT
Scouting for Food Coordinator	<ul style="list-style-type: none"> Attend planning meeting, distribute door hangers, coordinate food pick-up day. www.mccscouting.org/Scouting-for-Food 	1	6	Feb	YPT
Summer Activity & Camp Chair	<ul style="list-style-type: none"> Help with registering Bears & Webelos for Webelos Adventure Camp and other CubScouts for Summer Day Camp Volunteer at camp as 502's adult leader (need two adults each for WAC and Day Camp) Plan and do one Pack activity in June, July & Aug. Complete papers www.scouting.org/awards/awards-central/national-summertime 	4	6 to 20	June	YPT
Hiking Coordinator	<ul style="list-style-type: none"> Plan and coordinate monthly 2.5-3 mile hikes for the pack Track attendance of scouts and submit to the Awards Coordinators for recognition 	1 or 2	2 hrs./month	Ongoing	YPT
Photographer	<ul style="list-style-type: none"> Take pictures of the pack events and post them on the Pack 502 WhatsApp. 	4	2 hrs./month	Ongoing	YPT
Pack Nova Counselor	<ul style="list-style-type: none"> Run the BSA STEM Nova program for the pack www.scouting.org/stem-nova-awards 	1	2 hr./month	Ongoing	YPT, https://training.scouting.org/learning-plans/1163