



# **PACK 7136**

# **VOLUNTEER**

# **ROLE**

# **DESCRIPTIONS**

Rev 8.2025

## TABLE OF CONTENTS

### Section I. KEY 3

1. Charter Organization Representative
2. Committee Chair
3. Cubmaster

### SECTION II. Committee

4. Secretary
5. Public Relations
6. Webmaster
7. Newsletter Editor
8. Scoutbook Administrator
9. Treasurer
10. New Member Coordinator
11. Pack Trainer
12. AOL Transition Coordinator
13. Den Chief Coordinator
14. Advancement Chair
15. Service Hour Coordinator
16. Blue & Gold Banquet Chair
17. Pack Graduation Chair
18. Religious Emblem Coordinator
19. Activities Chair
20. Day of Service Coordinator
21. Camp Coordinator
22. Pinewood Derby Chair
23. Fundraising Chair
24. Popcorn Kernel
25. Camp Card Chair
26. Quartermaster
27. Uniform closet Coordinator
28. Supplies Chair

### SECTION III. Program

29. Assistant Cubmaster
30. Den Leader
31. Assistant Den Leader
32. Lion Guide
33. Tiger Den Leader
34. Wolf Den Leader
35. Bear Den Leader
36. Webelos Den Leader
37. AOL Den Leader

## **Chartered Organization Representative (COR)**

### **Typical months of activity**

Full year

### **Time Commitment**

2–4 hours per month

Attends occasional district or council meetings

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Chartered Organization Representative training (available online)
- Ideally serves as a liaison between the chartered partner and all Scouting units they sponsor (Pack, Troop, Crew if applicable)

### **Description**

One of the KEY three leaders of the Pack (along with the Cubmaster and Committee Chair). The Chartered Organization Representative is the official connecting link between the chartered partner (church, school, or community group that owns the Pack) and the Boy Scouts of America. The COR ensures that the Pack program aligns with the goals, values, and mission of the chartered partner.

- Serve as the voting representative of the chartered partner at the local BSA council and district level
- Approve all adult leader applications before they are submitted to council
- Encourage Pack leaders to participate in district and council events
- Support and help secure adequate meeting facilities for the Pack
- Maintain communication between the chartered partner and the Pack leadership
- Promote the chartered partner's representation at district committee meetings and the council annual meeting
- May also serve simultaneously as Pack Committee Chair if desired by the chartered partner

### **Benefits**

- Opportunity to directly shape the Pack's direction and growth
- Builds strong ties between the sponsoring organization and the local Scouting community
- Provides leadership at a "big picture" level without heavy day-to-day management
- Satisfaction of ensuring the Pack thrives under the mission and values of the chartered partner

## **Committee Chair**

### **Typical months of activity**

Full year

### **Time Commitment**

- 4-6 hours per month, though most months will require less than that
- Busier months are August thru October, as the school year gets underway and Pack activities begin to ramp up

### **Requirements**

- Scout Leader uniform: Yes.
- Attend Pack Committee meetings: Yes
- Register with council (Charter Organization Representative will manage this): Yes
- Attend District Roundtables when possible (they occur monthly)
- At least 21 years old
- Must take Cub Scout leader training
- Good delegator and organizer

### **Description**

One of the KEY three leaders of the Pack (in addition to Cubmaster and Chartered Organization Representative).

Committee Chair is the chief organizer, responsible for proactively monitoring the details of Pack operations. Committee chair is the primary advocate for the program, while Cubmaster is the primary advocate for the scouts.

- Complete Basic Cub Scout Leader training
- Attend monthly council roundtables (most online)
- Conducts monthly committee meetings
- Delegates responsibilities to committee members, makes sure all are doing their part.
- Supervises annual Pack Program Planning Meeting (schedule and budget) to develop a yearlong Pack Program Plan
- Responsible for all necessary “paperwork” including new membership enrollment, adult leadership enrollment, Boy's Life subscriptions and re-chartering (with Cubmaster)
- Works closely with Cubmaster to support Pack program
- Actively recruit leaders for Pack continuity.

### **Benefits**

- Opportunity to make major positive impact on the kids in the community
- A major influencer of Pack schedule and program
- Social interaction in your community
- Satisfaction of helping to pull it all together

## **Cubmaster**

### **Typical months of activity**

Full year

### **Time Commitment**

- 6-8 hours per month, though some months will require less than that
- Primary activity will be surrounding the Pack meetings and working with Den Leaders

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Attend roundtables
- At least 21 years old
- Effective communicator
- Comfortable public speaker
- Able to delegate some of the work to Assistant Cubmaster(s)
- Leadership training
- Youth Protection Training – every 2 years

### **Description**

One of KEY three leaders of the Pack (the others are Committee Chair and Chartered Organization Representative). Cubmaster is the visible focal point for the Pack, responsible for creating a positive, fun experience. Cubmaster is the primary advocate for the scouts, while Committee Chair is the primary advocate for the program.

- Serve as Master of Ceremonies for monthly Pack meetings
- Planning the Pack programs with the help of the other leaders
- With Committee Chair, using the Cub Scout Program and the support of the committee to plan a year-long program for Pack meetings
- Guiding, supporting, motivating, and inspiring the other adult leaders. Make sure they receive training and recognition for their positions
- Actively recruit leaders for continuity of Pack.

### **Benefits**

- Opportunity to make major positive impact on the kids in the community
- Active role in defining Pack schedule and program
- Social interaction in your community
- You get to see the glimmer in their eyes and hear the giggles as you act like a total goof (though while still garnering their respect as Akela!)

## Secretary

### **Typical months of activity**

Full year

### **Time Commitment**

1–3 hours per month

Most time spent around monthly committee meetings and recordkeeping tasks

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Yes
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized, dependable, and good with written communication

### **Description**

The Secretary is the Pack's official recordkeeper. This role ensures that meeting notes, Pack records, and communications are accurate, timely, and accessible to the leadership team. The Secretary works closely with the Committee Chair to keep Pack operations organized and documented.

- Keep accurate minutes of Pack Committee meetings and distribute them to committee members
- Maintain official Pack records, including rosters, meeting attendance, and key documents
- Handle Pack correspondence as needed (emails, letters, announcements)
- Work with the Committee Chair and Cubmaster to prepare meeting agendas
- Ensure Pack leaders receive timely communication and reminders of upcoming events
- Maintain copies of Pack bylaws, policies, and chartering paperwork for reference
- Provide committee meeting minutes to the Chartered Organization Representative when appropriate

### **Benefits**

- Essential behind-the-scenes role that keeps the Pack organized
- Opportunity to use organizational and communication skills to support Scouting
- Builds relationships with Pack leaders and families through communication
- Satisfaction of ensuring continuity and smooth operation of Pack business

## Public Relations

### **Typical months of activity**

Full year

### **Time Commitment**

1–3 hours per month

Additional time around big events (e.g., Pinewood Derby, Blue & Gold Banquet, community service projects, recruitment nights)

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Yes
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Comfortable with writing, social media, and communicating with local organizations or media outlets

### **Description**

The Public Relations Chair helps tell the Pack's story to the community. This role promotes Pack activities, achievements, and recruitment efforts by sharing information with families, the chartered partner, the community, and local media. By raising awareness of Scouting, the PR Chair helps strengthen Pack identity, attract new families, and highlight the positive impact of Scouting.

- Manage Pack communications such as newsletters, flyers, and email announcements
- Maintain and update Pack's social media accounts and/or website (if applicable)
- Take or coordinate photos at Pack events for newsletters, social media, and council submissions
- Share news of Pack service projects, achievements, and events with local newspapers, schools, and community groups
- Promote upcoming events and recruitment activities within the chartered organization and the community
- Support the New Member coordinator by creating and distributing promotional materials
- Ensure that Pack activities and achievements are highlighted to encourage family engagement and community pride

### **Benefits**

- Opportunity to creatively showcase the Pack's successes
- Helps attract new Scouts and families by sharing positive stories
- Builds connections between the Pack, the chartered partner, and the community
- Satisfaction of knowing your work helps the Pack grow and thrive

## **Webmaster**

### **Typical months of activity**

Full year

### **Time Commitment**

1 hour per month

### **Requirements**

- Scout Leader uniform: No
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Experience with or willingness to learn website practices
- Computer and internet access required

### **Description**

- Maintain a Pack website (Cubscoutpack136.com) that also acts as a repository for pictures, program notes and other Pack documentation.
- Work with the Cubmaster, Committee Chair, and others to ensure that the website reflects the Pack culture
- Work with the other Pack leadership to ensure that the website meets their practical needs, and the Pack's general communication needs.

### **Benefits**

- A great way to learn about websites for a group that would greatly appreciate your unique abilities



## **Newsletter Editor**

### **Typical months of activity**

Full year

### **Time Commitment**

1–3 hours per month, depending on the length and frequency of the newsletter

Additional time during high-activity months (e.g., fall recruitment, Pinewood Derby, Blue & Gold Banquet)

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Strong communication and organization skills; comfortable using basic publishing or word-processing software

### **Description**

The Newsletter Editor keeps Pack families informed and engaged by producing a regular Pack newsletter (monthly or quarterly). This role helps ensure parents know about upcoming events, deadlines, achievements, and opportunities for involvement. The Newsletter Editor works closely with the Committee Chair, Cubmaster, and Public Relations Chair to share accurate and timely information.

- Collect news and announcements from Pack leaders, den leaders, and committee members
- Prepare and distribute the Pack newsletter on a regular schedule (email, print, or both)
- Highlight upcoming Pack meetings, events, service projects, and council activities
- Recognize Cub Scout achievements, birthdays, or special milestones in the newsletter (as appropriate)
- Include articles, photos, and fun content to keep families engaged
- Coordinate with the Public Relations Chair to ensure consistent messaging and communication
- Maintain an archive of past newsletters for Pack records

### **Benefits**

- Plays a key role in keeping families informed and involved
- Opportunity to be creative and add personality to Pack communications
- Builds stronger connections between leaders, families, and Scouts
- Satisfaction of knowing your efforts strengthen Pack engagement and participation

## **Scoutbook Administrator**

### **Typical months of activity**

Full year

### **Time Commitment**

2–4 hours per month

More time during rechartering season (May-July) and when onboarding new Scouts or leaders

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Comfortable using online tools and recordkeeping systems

### **Description**

The Scoutbook Administrator manages the Pack's online records through the BSA's official system, Scoutbook (or Internet Advancement). This role ensures that Cub Scout advancement, leader assignments, rosters, and communications are accurate and up to date. The Administrator supports den leaders, the Advancement Chair, and Pack leadership by keeping Scoutbook organized and reliable.

- Maintain the Pack's roster in Scoutbook, updating as new Scouts and leaders join
- Assign Scouts to the correct dens and ensure leaders are properly connected in the system
- Assist den leaders and parents with access, troubleshooting, and training on Scoutbook features
- Support the Advancement Chair by ensuring all Cub Scout achievements are entered promptly
- Track leader training status and communicate with leaders about requirements
- Generate advancement, roster, and training reports for Pack leadership and rechartering
- Ensure all data is accurate prior to rechartering and coordinate with Committee Chair, Advancement Chair, and Chartered Organization Representative

### **Benefits**

- Critical "behind-the-scenes" role that keeps Pack records accurate and reliable
- Helps leaders and parents stay connected and informed through the Scoutbook platform
- Builds strong collaboration with Advancement Chair and den leaders
- Satisfaction of ensuring Scouts are properly recognized for their achievements and leaders have the tools they need

## **Treasurer**

### **Typical months of activity**

Full year

### **Time Commitment**

2-4 hours per month; heaviest months are around the fundraising consolidation and the Fall re-chartering

### **Requirements**

- Scout Leader uniform: No
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Experience with basic budgets and accounting
- Easy access to secured computer and Excel

### **Description**

Develop, with committee support, a sound financial program using Pack Budget Plan.

- Approve all budget expenditures and maintain accurate records
- Maintain a bank account in the Pack's name and arrange for all transactions
- Collect dues
- Report on the Pack's financial condition at committee meetings and (periodically) at Pack meetings
- Work with Fund Raising Coordinators in conducting council-approved, Pack money-earning projects
- Maintain up-to-date Pack Property Inventory
- Present monthly financial reconciliation documentation to Committee Chair for his/her review and approval

### **Benefits**

- Provide tangible stewardship of Pack's solvency and viability

## **New Member Coordinator**

### **Typical months of activity**

August Through May

### **Time Commitment**

4-6 hours per month

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): Yes
- Comfortable communicating with new families

### **Description**

Coordinate unit recruitment.

- Oversee unit recruitment efforts such as joining events, informational presentations, and peer-to-peer initiatives.
- Appeal to potential youth members and their families through well-designed and widely distributed invitations shared through electronic media, handouts, and personal contacts.
- Ensure that the unit's BeAScout pin is up-to-date and that prompt follow-through takes place.
- Collaborate with local school representatives and community leaders, particularly in the chartered organization, to foster promotion of Scouting opportunities.

Guide the joining and welcoming process for youth and their families.

- Help youth and adults to greet newcomers warmly and to establish friendly, enjoyable relationships so that new members form a strong sense of belonging.
- Develop a unit welcome packet, electronically and/or in print, to answer frequently asked questions and to provide resource and contact information.
- Build fun and excitement about the unit program and encourage youth and their families to take pride in Scouting accomplishments.
- Promote feedback and sharing of ideas through customer satisfaction surveys and other means

### **Benefits**

- Encourages families to stay and feel they belong!
- Ensures that everyone is welcomed and engaged!

## **Pack Trainer**

### **Typical months of activity**

September to May

### **Time Commitment**

1–3 hours per month

More time during fall recruitment and rechartering, when many new leaders and parents join

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Yes
- Register with council: Yes
- At least 21 years old
- Must take Pack Trainer-specific training (online and/or in-person)
- Good communicator; enjoys teaching and encouraging others

### **Description**

The Pack Trainer ensures that all leaders, parents, and Scouts receive the training they need to be successful in Scouting. The Trainer helps new leaders get started, encourages ongoing training, and keeps track of training records. The goal is to maintain a fully trained Pack leadership team and to promote quality, safe Scouting for all youth.

- Orient new families to Cub Scouting, the Pack structure, and available resources
- Encourage and guide all leaders to complete required BSA training (Youth Protection, Position-Specific Training, etc.)
- Keep training records up to date (in coordination with the Scoutbook Administrator)
- Promote attendance at district and council training events
- Provide mini-training sessions at Pack Committee meetings as needed (e.g., Youth Protection refreshers, program tips)
- Ensure that the Pack is working toward the BSA Journey to Excellence (JTE) training goals
- Serve as a resource for leaders and parents with questions about Cub Scouting resources, policies, and procedures

### **Benefits**

- Play a direct role in building a strong, knowledgeable Pack leadership team
- Help new parents and leaders feel confident and welcomed into Scouting
- Opportunity to develop teaching and mentoring skills
- Satisfaction of knowing your efforts improve program quality and safety for all Scouts

## **Arrow of Light AOL Transition/ Crossover Coordinator**

### **Typical months of activity**

Primarily September–March (with crossover ceremonies usually held in late winter or early spring)

### **Time Commitment**

1–2 hours per month in the fall coordinating with Scouts BSA Troops

3–5 hours per month leading up to the crossover ceremony (planning, communication, and event preparation)

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Good communicator; comfortable coordinating between Pack and Troop leaders

### **Description**

The AOL Transition Coordinator helps 5th-grade Webelos (Arrow of Light Scouts) and their families smoothly transition from Cub Scouts to Scouts BSA. This role builds connections between the Pack and local Troops, keeps families informed about opportunities, and ensures the crossover ceremony is meaningful and well-organized.

- Communicate with local Scouts BSA Troops to plan joint activities and visits for Webelos II Scouts
- Provide AOL families with information on Troop options, meeting times, and contact information
- Help schedule Webelos den visits to nearby Troops
- Coordinate with Troop leaders and the Cubmaster to plan the AOL Crossover Ceremony
- Ensure that Arrow of Light awards, certificates, and recognition items are ordered in advance
- Keep AOL families updated on crossover timelines, bridging requirements, and next steps
- Celebrate and recognize Scouts' achievements as they transition into Scouts BSA

### **Benefits**

- Play a key role in helping Cub Scouts continue their Scouting journey into Scouts BSA
- Builds relationships between Packs and Troops, strengthening the Scouting community
- Opportunity to create a memorable milestone event for Scouts and their families
- Satisfaction of seeing Cub Scouts you've supported move forward with confidence and excitement

## **Den Chief Coordinator**

### **Typical months of activity**

Full year

### **Time Commitment**

1–2 hours per month maintaining contact with Troops and Den Leaders

More time during fall recruitment and at the start of the Scouting year when Den Chiefs are being placed

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Strong communicator; able to coordinate between Pack, Troop, and Den Leaders

### **Description**

The Den Chief Coordinator helps connect Scouts BSA youth with Cub Scout dens, placing them as Den Chiefs (older youth leaders who assist Den Leaders). This role ensures that each Den Chief is supported, trained, and integrated into the den's program. The Coordinator acts as the main link between the Pack, the Scouts BSA Troops, and Den Leaders.

- Recruit Den Chiefs by reaching out to local Troops and promoting the role to Scouts BSA youth
- Match Den Chiefs with dens in the Pack, based on need and interest
- Ensure all Den Chiefs complete Den Chief Training (online or in-person)
- Provide Den Leaders with guidance on how to effectively use Den Chiefs
- Maintain communication with Troop leaders to ensure Scouts BSA youth receive credit for leadership requirements
- Check in regularly with Den Leaders and Den Chiefs to ensure successful placements
- Recognize Den Chiefs for their service during Pack meetings or special ceremonies

### **Benefits**

- Strengthens the bond between the Pack and local Troops
- Provides younger Cub Scouts with role models from Scouts BSA
- Supports youth leadership development in older Scouts
- Satisfaction of creating win-win opportunities for both Packs and Troops while enriching the Cub Scout experience

## **Advancement Chair**

### **Typical months of activity**

September thru May

### **Time Commitment**

- 1-2 hours per month coordinating awards reports for the Scout Shop
- 1-2 hours per month to organize awards

### **Requirements**

- Scout Leader uniform: No
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Communicate by email and phone with High Desert Scout Shop in Albuquerque
- Maintain Scoutbook

### **Description**

Coordinate all achievement and award activity for the Pack. Also, maintain the records of awards thru Scoutbook.

- Understand Cub Scout Advancement plus train parents and leaders on advancement.
- Help train Den Leaders on the use of Scoutbook.
- Verify Den Advancement reports, order and assemble appropriate awards for Pack meetings.
- Provide lists as needed for award ceremonies.
- Work closely with Cubmaster to arrange graduation ceremonies.
- Maintain all records of past and present scout advancements.

### **Benefits**

- See firsthand the growth and achievements of every Cub Scout in the Pack
- Opportunity to make Pack meetings exciting by ensuring Scouts are celebrated
- Builds strong relationships with Cub Scouts, families, and leaders
- Satisfaction of helping Scouts experience accomplishment and recognition



## **Service Hour Coordinator**

### **Typical months of activity**

Full year

### **Time Commitment**

1–2 hours per month

More time in months with major service projects (e.g., Scouting for Food, community cleanups, or holiday service activities)

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized and enthusiastic about community service and outreach

### **Description**

The Service Hour Coordinator helps the Pack plan, promote, and record service projects throughout the year. This role encourages Cub Scouts and families to serve their community, ensures projects are well-organized, and reports hours to the BSA. By coordinating service opportunities, the Coordinator supports character development and reinforces Scouting's commitment to helping others.

- Identify and recommend service project opportunities for the Pack and dens
- Coordinate with community organizations, schools, or the chartered partner for service activities
- Work with Den Leaders and the Cubmaster to incorporate service into the Pack's annual program plan
- Promote service projects to Pack families and encourage participation
- Track attendance and hours for each project and report them through the BSA Journey to Excellence (JTE) system or Scoutbook
- Recognize Scouts and families for their service at Pack meetings
- Help make service projects meaningful, age-appropriate, and fun for Cub Scouts

### **Benefits**

- Provides Cub Scouts with opportunities to live the Scout Oath and Law through service
- Builds strong connections between the Pack and the community
- Helps the Pack achieve Journey to Excellence service requirements
- Satisfaction of seeing Scouts learn the value of giving back and making a difference

## **Blue & Gold Banquet Chair**

### **Typical months of activity**

January–March (exact timing may vary depending on Pack schedule)

### **Time Commitment**

2–5 hours per month leading up to the banquet

Additional time the week of the event for setup, coordination, and execution

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Strong organizational, planning, and communication skills

### **Description**

The Blue & Gold Banquet Chair is responsible for planning and coordinating the Pack’s annual Blue & Gold celebration, which honors Cub Scouts and celebrates the anniversary of Scouting. This role ensures that the event is fun, well-organized, and meaningful for Scouts, families, and leaders.

- Plan and organize the Blue & Gold Banquet, including location, theme, decorations, program, and schedule
- Coordinate with the Cubmaster and Committee Chair on awards, ceremonies, and recognitions
- Arrange for food, beverages, and any catering or volunteer needs
- Communicate details of the event to Pack families and encourage attendance
- Organize entertainment, games, and activities for Scouts and families during the banquet
- Oversee setup, event execution, and cleanup
- Ensure that all necessary awards, certificates, and recognitions are prepared and ready for presentation

### **Benefits**

- Play a central role in creating a memorable highlight of the Scouting year
- Strengthen Pack community and family engagement
- Opportunity to be creative in planning an enjoyable and festive event
- Satisfaction of celebrating Scouts’ achievements and contributions

## **Pack Graduation Coordinator**

### **Typical months of activity**

April–June (exact timing depends on Pack schedule and school calendar)

### **Time Commitment**

1–3 hours per month leading up to the graduation

Additional time during the week of the event for setup, coordination, and execution

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized and detail-oriented; comfortable coordinating events and recognition ceremonies

### **Description**

The Pack Graduation Coordinator organizes and oversees the Pack’s end-of-year graduation or advancement ceremony. This role ensures that graduating Cub Scouts are properly recognized for completing the Cub Scout program and transitioning to Scouts BSA, and that the event is meaningful for families and Scouts alike.

- Plan and organize the graduation ceremony, including schedule, program, and recognition of graduating Scouts
- Coordinate with the Cubmaster, Committee Chair, and Advancement Chair to ensure awards and certificates are ready
- Arrange for location, decorations, and any necessary equipment or materials
- Communicate event details to families and encourage participation
- Organize any speeches, presentations, or entertainment for the ceremony
- Oversee setup, execution, and cleanup of the event
- Ensure graduating Scouts receive proper recognition, including Arrow of Light or other relevant awards

### **Benefits**

- Play a key role in celebrating Scouts’ accomplishments and milestones
- Strengthen Pack community by bringing families together to honor achievements
- Opportunity to create a meaningful and memorable event for Scouts and their families
- Satisfaction of helping Scouts transition successfully to the next stage of Scouting

## **Religious Emblem Coordinator**

### **Typical months of activity**

August through May

### **Time Commitment**

2-4 hours per month

### **Requirements**

- Scout Leader uniform: No
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): No
- Attend periodic District Roundtables
- Comfortable communicating and motivating the scouts and their parents

### **Description**

- Distribute information regarding available religious awards.
- Provide scouts with the materials to needed to earn awards if needed.
- Coordinate with Den Leaders so awards are entered into Scoutbook properly.
- Meet with Dens to encourage participation.

### **Benefits**

- Religious awards are one of the few worn on their uniform through all scouting and travel with them into BSA.
- Great impact on helping scouts learn about and improve their relationship with God.

## **Day of Service Coordinator**

### **Typical months of activity**

Primarily spring and fall (exact timing may vary depending on Pack schedule and community needs)

### **Time Commitment**

2–4 hours per month leading up to the Day of Service

Additional time the day of the event for setup, coordination, and supervision

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized, outgoing, and enthusiastic about community service

### **Description**

The Day of Service Coordinator plans and oversees a Pack-wide service event that engages Cub Scouts, families, and leaders in giving back to the community. This role ensures the event is well-organized, safe, and meaningful, while providing Scouts the opportunity to practice the Scout Oath and Law through hands-on service.

- Identify and select service projects appropriate for Cub Scouts and families
- Coordinate logistics including location, materials, safety, and transportation (if needed)
- Recruit and organize volunteers, including Scouts, parents, and leaders
- Communicate details of the event to Pack families and encourage participation
- Ensure proper safety measures and supervision during the service activities
- Track participation and service hours for reporting to the Pack, council, and Journey to Excellence goals
- Recognize Scouts and families for their contributions during or after the event

### **Benefits**

- Provides Scouts with meaningful hands-on opportunities to serve their community
- Strengthens Pack and family involvement while fostering teamwork and leadership
- Builds relationships between the Pack and local organizations
- Satisfaction of seeing Scouts make a tangible difference and learn the value of service

## Camp Coordinator

### Typical months of activity

September through May

### Time Commitment

- 5 hours per month (November and April)
- 1-2 hours per month (other months)

### Requirements

- Scout Leader uniform: No
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Understanding and acceptance of the criticality of this position, knowing that camping is one of the most fun and most exciting aspects of scouting

### Description

- Learn how to get registered for camp through a simple but very time-sensitive process.
- Identify and communicate the various camping opportunities available at the various rank levels, in line with the Pack culture as coordinated with Pack leadership
- Get current camp's information and maps
- Assist and/or make recommendations in determining how transportation should be handled
- Ensure that required paperwork is completed and returned to district/camps on a timely basis
- Work with Treasurer and Committee to determine camping allowance awards/camperships and how to best apply those awards.
- Provide written information about camp to those attending, and/or call those signed up prior to camp. This is to ensure that everyone is aware of the date and what to bring.
- Handle questions from parents about the camp.
- Collect health forms prior to leaving for camp.
- Arrange swim test for before camp.
- Contact the council camping office, get camping slots, keep track of the deposits, and most importantly, keep the kids going to camp.

### Benefits

- Camping is one of (if not the) best experiences that a scout will have, and you will play the primary role in helping them to get there!

## Summertime Activity Coordinator

### **Typical months of activity**

May thru August

### **Time Commitment**

- 2 hours per month (June/July/August)
- 1-2 hours per month (other months)

### **Requirements**

- Scout Leader uniform: No
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Understanding and acceptance of the criticality of this position, knowing that camping/outings are one of the most fun and most exciting aspects of scouting

### **Description**

- Set up three events for the summer (one each month).
- Identify and communicate the various outing opportunities available at the various rank levels, in line with the Pack culture as coordinated with Pack leadership.
- Work with Pack adults to have a Lead for each event.
- Assist and/or make recommendations in determining how transportation should be handled
- Ensure that required paperwork is completed (if necessary) and returned on a timely basis.
- Keep the OUTING in scOUTING!
- Provide written information about those attending, and/or call those signed up prior to events. This is to ensure that everyone is aware of the date and what to bring.
- Handle questions from parents about the events.
- Collect health forms prior to leaving for events if needed.
- Point of contact to outside agencies when organizing events.

### **Benefits**

- Camping and outings are one of (if not the) best experiences that a scout will have, and you will play the primary role in helping them to get there!

## **Pinewood Derby Chair**

### **Typical months of activity**

January–April (exact timing depends on Pack schedule; typically leading up to the Pack race day)

### **Time Commitment**

2–5 hours per month leading up to the race

Additional time the week of the event for setup, race management, and cleanup

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized, detail-oriented, and enthusiastic about hands-on events and youth activities

### **Description**

The Pinewood Derby Chair is responsible for planning and executing the Pack’s annual Pinewood Derby race. This event is a highlight of the Cub Scout year and promotes fun, friendly competition, and family engagement. The Chair ensures the race is fair, safe, and enjoyable for all participants.

- Plan and organize the Pinewood Derby event, including scheduling, location, and race logistics
- Communicate race rules, car kit distribution, and build instructions to families
- Coordinate volunteers to help with track setup, registration, judging, and race management
- Maintain and operate the race track during the event, ensuring fair and accurate results
- Oversee race awards and recognition for winners and participants
- Ensure safety protocols are followed and cars meet official specifications
- Capture photos or highlights for the Pack newsletter or social media (optional)

### **Benefits**

- Play a central role in one of the most exciting and memorable events for Cub Scouts and families
- Opportunity to engage directly with Scouts, families, and leaders
- Satisfaction of organizing a fun, hands-on event that highlights creativity, skill, and sportsmanship
- Strengthens Pack community and family involvement



## **Fundraising Chair**

### **Typical months of activity**

Full year, with peak activity during fundraising campaigns (commonly fall and winter for product sales, spring for community events)

### **Time Commitment**

2–4 hours per month, with additional time during active fundraising campaigns

Extra hours may be needed for planning, volunteer coordination, and distribution of materials

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Yes
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized, comfortable with communication and coordination, and enthusiastic about community engagement

### **Description**

The Fundraising Chair organizes and manages all fundraising activities for the Pack. This role ensures that the Pack has the resources needed to support its programs, events, awards, and activities. The Chair works closely with the Committee Chair, Cubmaster, and other committee members to plan, execute, and track fundraising efforts.

- Plan and organize fundraising campaigns, such as popcorn sales, product sales, or community events
- Communicate fundraising goals, schedules, and instructions to families and leaders
- Coordinate volunteers to help with sales, collection, and distribution
- Track fundraising progress and ensure accurate accounting of funds raised
- Work with the Treasurer to deposit funds and manage financial records for each campaign
- Ensure compliance with council rules and guidelines for fundraising
- Recognize and celebrate Scouts and families who contribute to fundraising success

### **Benefits**

- Plays a key role in supporting the Pack's activities and programs financially
- Opportunity to engage families and Scouts in meaningful team efforts
- Builds connections with the community and local businesses
- Satisfaction of helping provide resources that enhance the Cub Scout experience

## Popcorn Kernel

### **Typical months of activity**

August through November (short time but intense)

### **Time Commitment**

8 hours per month for inventory/reconciliation of spreadsheet

8 hours per month of counting and deposit of funds

8 hours per month of organizing/tracking/promoting show-and-sells.

### **Requirements**

- Scout Leader uniform: No
- Attend Pack Leaders meetings: Upon request
- Register with council (Committee Chair will manage this): No
- Proficient at spreadsheets, specifically Excel
- Comfortable communicating and motivating the scouts and their parents

### **Description**

- Plan and conduct show-and-sells and walk-about sales. (includes marketing and calls)
- Able to maintain and update sales (if needed) and Pack info in Popcorn on-line system
- Provide scouts with the materials to perform their sales activities
- Determine awards and market those awards to the scouts
- Provide sales training to the scouts, typically in the form of simple documentation and perhaps a skit at the Pack meeting that kicks off the fundraiser
- If applicable, meet with the others in the district to find out when, where, how much, and what we get back.
- Coordinate the product distribution to the scouts, securing a drop-off/distribution point (typically at the fire station)
- Keep track of the sales, funds, and prizes, as well as the history of those sales so that trends and long-term (multi-year) prizes can be tracked and awarded.
- Work with the Treasurer to ensure proper review, reconciliation and disposition of the collected funds
- Place orders with the popcorn vendors
- Store popcorn and keep accurate inventory/records (count money weekly, etc)
- Delegate tasks as needed to Assistant kernels.

### **Benefits**

- Great impact on the level of funding the Pack receives to provide a better program for scouts.
- Great impact on helping scouts learn selling and earn money for their scout accounts.

## **Camp Card Chair**

### **Typical months of activity**

Winter and Spring

### **Time Commitment**

2–4 hours per month during the campaign period

Additional hours for setup, distribution, and tracking sales

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized, detail-oriented, and comfortable with handling money and tracking sales

### **Description**

The Camp Card Chair coordinates the Pack's participation in the council Camp Card program, helping Scouts raise funds for summer camp and Pack activities. This role ensures Scouts, families, and leaders understand the program, that sales are tracked accurately, and that funds are properly collected and reported.

- Educate Scouts and families about the Camp Card program and its goals
- Distribute Camp Cards to Scouts and manage inventory
- Track sales and funds collected for each Scout
- Collect and deposit funds in coordination with the Pack Treasurer
- Provide reminders and updates to Scouts and families during the campaign
- Coordinate recognition and rewards for top sellers, as determined by council guidelines
- Ensure compliance with all council rules regarding Camp Card sales

### **Benefits**

- Provides Scouts with a structured opportunity to earn their own way to summer camp or Pack activities
- Builds important life skills in Scouts, such as goal setting, responsibility, and money management
- Strengthens Pack fundraising efforts without relying solely on family contributions
- Satisfaction of helping Scouts fund their own Scouting experiences and achieve personal goals

## **Quartermaster**

### **Typical months of activity**

Full year

### **Time Commitment**

1–3 hours per month

Additional time before and after Pack events that require equipment or supplies

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized, responsible, and comfortable managing equipment inventory

### **Description**

The Quartermaster is responsible for managing the Pack's equipment, supplies, and materials. This role ensures that all items are properly stored, maintained, and available for Pack meetings, camping trips, and special events. The Quartermaster helps make Pack activities run smoothly by keeping track of gear and coordinating its use.

- Maintain an accurate inventory of Pack equipment, supplies, and materials
- Ensure that equipment is stored safely and securely
- Distribute equipment to leaders and Scouts as needed for Pack events
- Collect, clean, and return equipment after use
- Work with the Committee Chair and event chairs to determine equipment needs
- Report on the condition and replacement needs of equipment to the Pack Committee
- Assist with setup and teardown of Pack events as needed

### **Benefits**

- Plays a vital role in ensuring Pack activities run smoothly and safely
- Builds organizational and logistical skills
- Provides direct support to leaders and Scouts by making sure they have the tools and materials needed
- Satisfaction of helping create successful and well-equipped Pack events

## **Uniform Closet Coordinator**

### **Typical months of activity**

Full year, with peak activity in August–September (back-to-school and recruitment season)

### **Time Commitment**

1–3 hours per month

Additional time during peak uniform distribution periods or special events

### **Requirements**

- Scout Leader uniform: Optional, but encouraged
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout committee/leader training
- Organized, detail-oriented, and comfortable managing clothing inventory

### **Description**

The Uniform Closet Coordinator manages the Pack’s supply of uniforms, patches, and other Cub Scout apparel. This role ensures that Scouts and families have access to necessary uniform items and that inventory is maintained and organized. The Coordinator works closely with the Committee Chair and Treasurer to track items and facilitate uniform distribution.

- Maintain an organized inventory of uniforms, patches, sashes, and insignia
- Assist families in obtaining the correct uniform sizes and pieces
- Coordinate distribution of uniforms during recruitment, Pack meetings, or special events
- Keep records of items loaned or given to Scouts
- Ensure any donated or surplus uniforms are stored properly
- Report needs for replacement or additional items to the Committee Chair or Treasurer
- Promote proper use and care of uniforms in alignment with BSA guidelines

### **Benefits**

- Provides critical support to Scouts and families by ensuring proper uniform access
- Strengthens the Pack’s appearance and unity through consistent uniform availability
- Builds organizational and logistical skills
- Satisfaction of helping Scouts feel prepared, proud, and included in Pack activities

## **Assistant Cubmaster**

### **Typical months of activity**

September thru May

### **Time Commitment**

4-6 hours each month

Primary activity will be surrounding the Pack meetings and helping the Cubmaster

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- Comfortable public speaker
- Leadership training
- Youth Protection Training – every 2 years
- Responsible for registering new scout

### **Description**

Assistant Cubmaster is the Cubmaster's visible companion and backup, filling in as focal point for the Pack when Cubmaster is not available.

- Assist the Cubmaster as needed
- Help to keep order during the Pack meetings
- Every Pack should have at least one assistant Cubmaster. In most Packs, two or three will be helpful, allowing the Cubmaster to divide the responsibilities.
- Help plan Pack activities and events.

### **Benefits**

- Be recognized in the community as supporting our kids and providing a quality program.
- If Cubmaster is acting like a total goofball for

## **Den Leader**

### **Typical months of activity**

School year

### **Time Commitment**

8-10 hours per month, depending upon den and Pack activities

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Yes
- Register with council (Committee Chair will manage this): Yes
- District roundtable attendance optional
- Complete Trainings
- At least 21 years old
- Interested in working with scouts in small groups

### **Description**

The Den Leader is the primary adult contact with the scouts, and as such is the most important volunteer role in the Pack. Typically, a den has 4-8 scouts, all in the same school grade. The Den leader is typically the parent of one of the scouts in the den. The den leader provides an ongoing den program that typically includes 2 den meetings per month during the school year. Use Den meetings to provide advancement activities, field trips, crafts, games and other fun scout stuff.

- Guide, support, motivate, and inspire the scouts in your den
- Strong advocate and preferably a participant in outdoor activities like camping
- Facilitate your Den's participation in Pack meetings and Pack activities, such as helping to prepare your den for Pinewood Derby, performing skits, or conducting flag ceremonies.
- Guide the scouts in your den through the advancement process. Keep advancement records that are also shared with the Pack Awards Chair so advancements can be purchased and awarded in a timely fashion (using Scoutbook).
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den experience.
- Help ensure that your scouts participate in Pack activities and fund raising.

### **Benefits**

- Opportunity to make direct positive impact on scouts on a personal level.
- You get to learn all sorts of funny and gross songs!

## **Assistant Den Leader**

### **Typical months of activity**

School year

### **Time Commitment**

4-6 hours per month, depending upon den and Pack activities

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: No
- Register with council (Committee Chair will manage this): Yes
- At least 21 years old
- Interested in working with scouts in small groups

### **Description**

The Assistant Den Leader is the primary aide to the Den Leader. Typically, a den has 4-8 scouts, all in the same school grade. The Assistant Den leader is typically the parent of one of the scouts in the den. The den leader provides helps the Den Leader in an ongoing den program that typically includes 2 den meetings per month during the school year. Use Den meetings to provide advancement activities, field trips, crafts, games and other fun scout stuff.

- Guide, support, motivate, and inspire the scouts in your den
- Strong advocate and preferably a participant in outdoor activities like camping
- Facilitate your Den's participation in Pack meetings and Pack activities, such as helping to prepare your den for Pinewood Derby, performing skits, or conducting flag ceremonies.
- Develop a good working relationship with den parents and families. Use their talents to help enrich the den experience.
- Help ensure that your scouts participate in Pack fund raising activities.

### **Benefits**

- Opportunity to make direct positive impact on scouts on a personal level.
- You get to learn all sorts of funny and gross songs!



## **Lion Guide**

### **Typical months of activity**

Full year, with peak activity during weekly den or Pack meetings

### **Time Commitment**

1–2 hours per week (during den meetings or Pack events)

Additional time for special activities, outings, or celebrations

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must take Cub Scout leader training
- Enjoys working with young children and families; patient and encouraging

### **Description**

The Lion Guide works directly with the youngest Cub Scouts (kindergarten-age Lions) and their adult partners to introduce them to the Cub Scouting program. This role helps Lion Scouts learn the basics of Scouting, develop confidence, and enjoy hands-on activities in a safe and supportive environment.

- Assist Lion Scouts and their adult partners during den and Pack meetings
- Help plan and facilitate age-appropriate activities, games, and projects
- Encourage Lion Scouts to complete adventures and recognize their achievements
- Support the Den Leader in maintaining a positive, fun, and safe environment
- Communicate with families about Cub Scouting expectations and resources
- Attend Pack events and assist with Lion participation, including recognition ceremonies

### **Benefits**

- Play a key role in introducing young children to Scouting
- Opportunity to mentor both Scouts and their adult partners
- Build lasting relationships with families and Pack leadership
- Satisfaction of helping Lion Scouts take their first steps in the Cub Scout program

## **Tiger Den Leader**

### **Typical months of activity**

Full year, with peak activity during weekly den or Pack meetings and special events

### **Time Commitment**

1–2 hours per week during den meetings

Additional time for Pack events, outings, or advancement activities

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must complete Cub Scout leader training, including Youth Protection and Tiger-specific training
- Enjoys working with young children and families; patient, encouraging, and energetic

### **Description**

The Tiger Den Leader is responsible for guiding first-grade Cub Scouts (and their adult partners) through the Tiger program. This role provides mentorship, plans fun and educational activities, and helps Scouts complete adventures while fostering teamwork, confidence, and a love of Scouting.

- Lead weekly den meetings, planning activities that meet Tiger requirements and adventures
- Encourage and support adult partners in participating with their Tigers
- Track advancement and record completed adventures for each Scout
- Foster a positive, safe, and fun environment for Tigers to learn and explore
- Communicate regularly with parents and the Pack Committee about den activities and upcoming events
- Attend Pack events, assisting with Tigers' participation and recognition
- Coordinate with the Cubmaster and Committee Chair to align den activities with the Pack program

### **Benefits**

- Directly influence the development and enjoyment of first-grade Cub Scouts
- Build strong relationships with Scouts, families, and Pack leadership
- Opportunity to be creative in planning hands-on, engaging activities
- Satisfaction of helping young Scouts take their first steps in the Cub Scout program

## **Wolf Den Leader**

### **Typical months of activity**

Full year, with peak activity during weekly den or Pack meetings and special events

### **Time Commitment**

1–2 hours per week during den meetings

Additional time for Pack events, outings, or advancement activities

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must complete Cub Scout leader training, including Youth Protection and Wolf-specific training
- Enjoys working with children and families; patient, encouraging, and energetic

### **Description**

The Wolf Den Leader guides second-grade Cub Scouts through the Wolf program, helping them complete adventures while learning practical skills, building confidence, and fostering teamwork. This role supports both Scouts and their parents in making the Cub Scout experience fun and educational.

- Lead weekly den meetings, planning activities that fulfill Wolf requirements and adventures
- Track and record advancement for each Scout, including completion of badges and adventures
- Encourage parental involvement and support adult partners in participating with their Scouts
- Foster a positive, safe, and fun environment for Scouts to learn and explore
- Communicate regularly with parents and Pack leadership about den activities and upcoming events
- Attend Pack events, assisting with Wolf participation, recognition, and ceremonies
- Coordinate with the Cubmaster and Committee Chair to ensure den activities align with the overall Pack program

### **Benefits**

- Directly influence the development and enjoyment of second-grade Cub Scouts
- Build lasting relationships with Scouts, families, and Pack leadership
- Opportunity to creatively plan hands-on, engaging activities
- Satisfaction of helping Scouts grow in confidence, skills, and teamwork

## **Bear Den Leader**

### **Typical months of activity**

Full year, with peak activity during weekly den or Pack meetings and special events

### **Time Commitment**

1–2 hours per week during den meetings

Additional time for Pack events, outings, or advancement activities

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must complete Cub Scout leader training, including Youth Protection and Bear-specific training
- Enjoys working with children and families; patient, encouraging, and energetic

### **Description**

The Bear Den Leader guides third-grade Cub Scouts through the Bear program, helping them complete adventures, develop practical skills, and foster teamwork. This role provides mentorship and support to both Scouts and their parents, ensuring a fun and rewarding Cub Scout experience.

- Lead weekly den meetings, planning activities that fulfill Bear requirements and adventures
- Track and record advancement for each Scout, including completion of badges and adventures
- Encourage parental involvement and support adult partners in participating with their Scouts
- Foster a positive, safe, and fun environment for Scouts to learn and explore
- Communicate regularly with parents and Pack leadership about den activities and upcoming events
- Attend Pack events, assisting with Bear participation, recognition, and ceremonies
- Coordinate with the Cubmaster and Committee Chair to ensure den activities align with the overall Pack program

### **Benefits**

- Directly influence the development and enjoyment of third-grade Cub Scouts
- Build lasting relationships with Scouts, families, and Pack leadership
- Opportunity to creatively plan hands-on, engaging activities
- Satisfaction of helping Scouts grow in confidence, skills, and teamwork

## **Webelos Den Leader**

### **Typical months of activity**

Full year, with peak activity during weekly den or Pack meetings, campouts, and advancement activities

### **Time Commitment**

1–2 hours per week during den meetings

Additional time for Pack events, campouts, or Arrow of Light and advancement activities

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must complete Cub Scout leader training, including Youth Protection and Webelos-specific training
- Enjoys working with older Cub Scouts and families; patient, encouraging, and organized

### **Description**

The Webelos Den Leader guides fourth- and fifth-grade Cub Scouts through the Webelos program, helping them complete adventures, develop leadership skills, and prepare for the transition to Scouts BSA. This role provides mentorship, organizes activities that are both educational and fun, and supports parents in engaging with their Scouts.

- Lead weekly den meetings, planning activities that fulfill Webelos requirements and adventures
- Track and record advancement for each Scout, including Arrow of Light requirements for Webelos II
- Encourage parental involvement and support adult partners in participating with their Scouts
- Foster a positive, safe, and fun environment for Scouts to learn, explore, and take on leadership opportunities
- Coordinate Arrow of Light transition activities, including Troop visits and crossover planning
- Communicate regularly with parents and Pack leadership about den activities and upcoming events
- Attend Pack events, assisting with Webelos participation, recognition, and ceremonies
- Collaborate with the Cubmaster and Committee Chair to align den activities with the overall Pack program

### **Benefits**

- Directly influence the development and growth of older Cub Scouts
- Help Scouts gain confidence, leadership skills, and prepare for the next stage of Scouting
- Build strong relationships with Scouts, families, and Pack leadership
- Satisfaction of guiding Scouts through key milestones in the Cub Scout program

## **AOL Den Leader**

### **Typical months of activity**

Full year, with peak activity during weekly den or Pack meetings, Arrow of Light adventures, and crossover preparations

### **Time Commitment**

- 1–2 hours per week during den meetings
- Additional time for Pack events, campouts, and Arrow of Light ceremonies

### **Requirements**

- Scout Leader uniform: Yes
- Attend Pack Committee meetings: Recommended
- Register with council: Yes
- At least 21 years old
- Must complete Cub Scout leader training, including Youth Protection and Webelos/AOL-specific training
- Patient, organized, and enthusiastic about guiding older Cub Scouts through leadership and advancement

### **Description**

The AOL Den Leader guides fifth-grade Cub Scouts through the Arrow of Light program, helping them complete required adventures, develop leadership skills, and prepare for transition to Scouts BSA. This role provides mentorship, organizes engaging activities, and supports families in navigating advancement requirements.

- Lead weekly den meetings, planning activities that fulfill Arrow of Light requirements
- Track and record advancement for each Scout, including Arrow of Light achievements
- Encourage parental involvement and support adult partners in participating with their Scouts
- Foster a positive, safe, and fun environment while teaching leadership and Scouting skills
- Coordinate with the AOL Transition/Crossover Coordinator to plan Troop visits and crossover events
- Communicate regularly with parents and Pack leadership about den activities and upcoming events
- Attend Pack events, assisting with AOL recognition, awards, and ceremonies
- Collaborate with the Cubmaster and Committee Chair to ensure den activities align with the overall Pack program

### **Benefits**

- Directly influence Scouts' preparation for Scouts BSA and leadership development
- Build strong relationships with Scouts, families, and Pack leadership
- Opportunity to guide older Cub Scouts through key milestones in their Scouting journey
- Satisfaction of helping Scouts successfully transition to the next stage of Scouting

## Pack Structure 2025

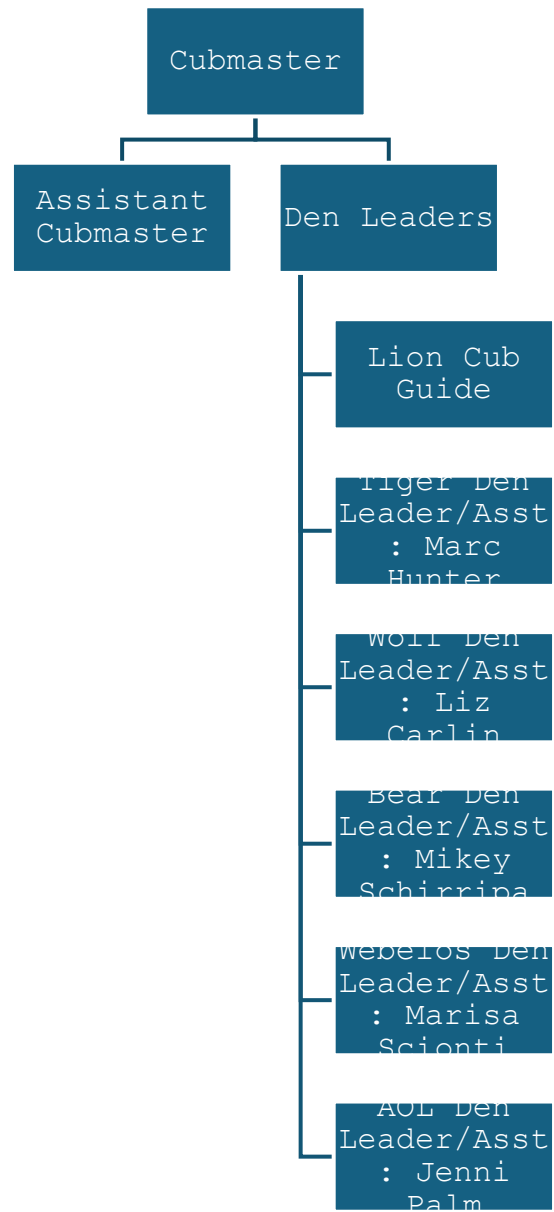
Unit Coach:  
Don Morris

Partner  
Representative: Joe

Committee  
Chair: Erin  
Enlow

Cubmaster:  
Nick Palm

# Pack Structure 2025





# Pack Structure 2025

