

Troop 601 Scoutmaster Core Group Positions

• Scoutmaster

Position description: The Scoutmaster is the adult leader responsible for the image and program of the troop. The Scoutmaster and his assistant Scoutmasters work directly with the Scouts. The importance of the Scoutmaster's job is reflected in the fact that the quality of his guidance will affect every youth and adult involved in the troop. The Scoutmaster can be male or female, but must be at least 21 years old..

- **Reports to:** The Charter Organization Representative and the Committee Chair
- **Scoutmaster duties:**
 - Train and guide boy leaders.
 - Work with other responsible adults to bring Scouting to boys.
 - Use the methods of scouting to achieve the aims of Scouting.
 - Meet regularly with patrol leaders' council for training and planning troop activities.
 - Attend all troop meetings or arrange for a qualified adult substitute.
 - Attend troop committee meetings or arrange for a qualified adult substitute.
 - Conduct periodic parents' sessions to share the program and encourage parent participation and cooperation.
 - Take part in annual membership charter review meeting and charter presentation.
 - Conduct Scoutmaster Conferences for all rank advancements or arrange for a qualified Assistant Scoutmaster to conduct them.
 - Delegate responsibility to other adults and groups (assistants, troop committee) so that they have a real part in troop operations.
 - Make it possible for each Scout to experience camping each year.
 - Participate in council and district events or arrange for a qualified adult substitute.
 - Build a strong program by using proven methods presented in Scouting literature.
 - Conduct all activities under qualified leadership, safe conditions, and the policies of the chartered organization and the Boy Scouts of America.
 - Liaison with Packs
 - Coordinate WEBELOS Visits with Troop
 - Coordinate Troop Participation in WEBELOS Cross-over Ceremony
 - Coordinate training for New Adult Leaders with Troop training chair
 - Contacts all inactive Scouts and their families

• Assistant Scoutmasters (General)

Position description: The Assistant Scoutmasters are the adult leader responsible for insuring program is carried out and is functioning effectively. This Assistant Scoutmaster works directly with the Core Group and Scoutmaster to help serve the troop when ever available. The Assistant Scoutmaster can be male or female, but must be at least 18 years old.

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• **Assistant Scoutmaster (Requirement progress and Technology)**

Position description: The Assistant Scoutmaster (Records) is the adult leader responsible for Troopmaster software. This Assistant Scoutmaster works directly with all adult leaders to input data for the troop's records. This ASM works with scouts to encourage them to complete requirements needed for rank. The Assistant Scoutmaster can be male or female, but must be at least 18 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster (Records) Duties:**
 - Updates Troopmaster and shares data with scout leaders
 - Advises and Trains the Webmaster
 - Helps Scouts facilities technology in troop activities
 - Works in Harmony with Advancement chair to coordinate records, Court of Honor awards and recognitions.
 - Develops and updates Email lists and Troop rosters and flow charts

• **Assistant Scoutmaster (Program)**

Position description: The Assistant Scoutmaster (Program) is the adult leader responsible for assisting the Scoutmaster in insuring the annual programs are completed. He/she is responsible for the image and program of the troop. This Assistant Scoutmaster works directly with the senior youth leadership to guide and mentor them as they fulfill their responsibilities. The Assistant Scoutmaster can be male or female, but must be at least 21 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster (Program) Duties:**
 - Maintain Annual Program Calendar
 - Advises Troop Meetings and PLC Meetings
 - Advises Mentors and Train Senior Patrol Leader, Assistant Senior Patrol Leaders and Scribe.
 - Monitor Troop Elections for Positions of Responsibility
 - **Responsible For August Events**

• **Assistant Scoutmaster (Equipment)**

Position description: The Assistant Scoutmasters (Equipment) is the adult leader responsible for insuring Quality equipment for the troop.. This Assistant Scoutmaster works directly with the Troop and Patrol Quartermasters to guide and mentor them in fulfillment of their duties. The Assistant Scoutmasters can be male or female, but must be at least 21 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster (Equipment) Duties:**
 - Oversee equipment for Monthly Campouts
 - Up keep on Troop Trailer and Equipment
 - Responsible for Equipment Purchase; Maintenance; Storage and Inventory
 - Coordinate Trailer Purchase; Maintenance and Storage
 - Advises and Trains Troop and Patrol Quartermasters
 - Develop yearly budget for equipment purchases
 - **Organize, plan, oversee one yearly weekend camping trip**

Troop 601 Scoutmaster Core Group Positions

• **Assistant Scoutmaster (Community Service)**

Position description: The Assistant Scoutmaster (Community Service) is the adult leader responsible for insuring the troop's involvement in service to the community. He/she is responsible for maintaining service hours for troop, and scout projects. This Assistant Scoutmaster works directly with Life and Eagle candidates along with PLC on troop service projects. The Assistant Scoutmaster can be male or female, but must be at least 18 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster (Community Service) Duties:**
 - Track all Service hours
 - Advises PLC on Service events
 - Responsible for Hornaday, National Camping Award, Good turn for America, Presidents Award and OA Service hours
 - Help PLC plan Service into calendar by working with Program Assistant Scoutmaster
 - Monitor Troop Elections for Order of the Arrow
 - Advise and Train OA Representative
 - Monitor Special Activities: Scouting For Food, Community Service Projects, etc.
 - **Organize, plan, oversee one yearly weekend camping trip**

• **Assistant Scoutmaster (Scout Development)**

Position description: The Assistant Scoutmaster (**Scout Development**) is the adult leader responsible for Keeping track of Scout participation on all events and meetings. This Scoutmaster works with the Membership chair to recruit Webelos. They work with packs leaders to encourage crossover to boy scouts The Assistant Scoutmaster can be male or female, but must be at least 21 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster Publications and Resources Duties:**
 - Liaison with packs, and Coordinates Webelos visits with Troop 601
 - Advise and coordinate Den Chief Training
 - Keeps attendance for troop events and meetings
 - Tracks scouts attendance for Job position responsibilities.
 - Works with Troopmaster coordinator and Activities chair to record attendance data
 - **Organize, plan, oversee one yearly weekend camping trip**
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• **Assistant Scoutmaster (Publications and Resources)**

Position description: The Assistant Scoutmaster Publications and Resources is the adult leader responsible for insuring material is printed and available to the troop. This Assistant Scoutmaster works directly with other scoutmasters in fulfillment of their duties. The Assistant Scoutmaster can be male or female, but must be at least 21 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster Publications and Resources Duties:**
 - Update and print Calendar produced by Troop
 - Made agendas for troop events like court of Honors
 - Research materials for junior leader trainings and special campout themes.
 - Be a resource and consultant to the Scoutmaster

Troop 601 Scoutmaster Core Group Positions

• Assistant Scoutmaster (First Year)

Position description: The Assistant Scoutmaster (First Year Program) are the adult leader responsible for insuring new scouts are oriented to the troop and are trained in the patrol method. These Assistant Scoutmaster works directly with the Troop Guide and New Patrol Leader to guide and mentor them in fulfillment of their duties. The Assistant Scoutmasters can be male or female, but must be at least 18 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmasters (First Year Program) Duties:**
 - Train the Troop Guide to perform his tasks and responsibilities.
 - Supervise and assist the Patrol Leader.
 - As your patrol is assigned duties, be sure the patrol leader is having these duties performed.
 - Oversee campout planning - menus, duty rosters, tenting arrangements, equipment checkout, food buying, etc.
 - Participate in Troop Junior Leader Training.
 - Oversee advancement of individual patrol members, - conduct scoutmaster conferences with permission of the Scoutmaster to be sure required skills are learned and retained. Assist Scouts in getting handbooks "signed-off", and updating Troopmaster.
 - Encourage all patrol members to participate in campouts and summer camp.
 - Coordinate First year parent meetings with the Scoutmaster
 - HAVE FUN AND OVERSEE YOUR PATROL Using principles of a boy lead troop
SO OUR SCOUTS ALL HAVE FUN.

Plan and oversee first year campout or base camp at existing event

• Assistant Scoutmaster (Patrol Adviser) Three patrols

Position description: The Assistant Scoutmaster (Patrol Adviser) is the adult leader responsible for insuring his/her assigned patrol is functioning effectively. This Assistant Scoutmaster works directly with the Patrol Leader and Assistant Patrol Leader to guide and mentor them in fulfillment of their duties. The Assistant Scoutmaster can be male or female, but must be at least 18 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster (Patrol Adviser) Duties:**
 - Train the patrol leader to perform his tasks and responsibilities.
 - Supervise and assist the patrol leader and his assistant.
 - As your patrol is assigned duties, be sure the patrol leader is having these duties performed.
 - Oversee campout planning - menus, duty rosters, tenting arrangements, equipment checkout, food buying, etc.
 - Participate in Troop Junior Leader Training.
 - Oversee advancement of individual patrol members, - conduct scoutmaster conferences with permission of the Scoutmaster to be sure required skills are learned and retained. Assist Scouts in getting handbooks "signed-off", and updating Troopmaster.
 - Encourage all patrol members to participate in campouts and summer camp.
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SO OUR SCOUTS ALL HAVE FUN.
- **Organize, plan, oversee one yearly weekend camping trip**

Troop 601 Scoutmaster Core Group Positions

• Assistant Scoutmaster (Leadership positions)

Position description: The Assistant Scoutmaster (Leadership positions) is the adult leader responsible for insuring the youth leadership positions are filled and effective.. This Assistant Scoutmaster works directly with the Bugler, Chaplain Aide, Historian, Librarian, Instructors, Leave no Trace Trainer and OA Representative to guide and mentor them in fulfillment of their duties. The Assistant Scoutmaster can be male or female, but must be at least 18 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster (Leadership positions) Duties:**
 - Advise and Train Bugler, Chaplain Aid, Historian, Librarian, Instructors Den Chiefs and Leave No Trace Trainer
 - Advises Chaplin Aid on arrangements for Religious Activities During Campouts
 - Coordinate Troop Representation at Scout Sunday
 - **Organize, plan, oversee one yearly weekend camping trip**

• Assistant Scoutmaster (Grubmaster)

Position description: The Assistant Scoutmaster (Adviser) is the adult leader responsible for menus, food purchases, and storage of Food. This Assistant Scoutmaster works directly with Patrol leaders and Patrol grubmasters concerning menus and cooking. The Assistant Scoutmaster can be male or female, but must be at least 21 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster (Grubmaster) Duties:**
 - Oversee campout menu planning –
 - Oversee food buying, budgets and cooking equipment
 - Participate in Troop Junior Leader Training.
 - Assist Scouts in getting handbooks “signed-off” for food related requirements.
 - **Plan and oversee a separate campout**

• Assistant Scoutmaster (Older Scouts Advisor)

Position description: The Assistant Scoutmaster (Adviser) is the adult leader responsible for insuring his/her assigned Scouts are functioning effectively. This Assistant Scoutmaster works directly with Older Scouts and mentors them in fulfillment of their duties. The Assistant Scoutmaster can be male or female, but must be at least 21 years old.

- **Reports to:** The Scoutmaster
- **Assistant Scoutmaster (Older Scout Patrol Adviser) Duties:**
 - Oversee campout planning - menus, duty rosters, tenting arrangements, equipment checkout, food buying, etc.
 - Participate in Troop Junior Leader Training.
 - Assist Scouts in getting handbooks “signed-off”, and updating Troopmaster.
 - Oversee advancement of individual patrol members; - conduct scoutmaster conferences with Scoutmaster for Life Rank.
 - Oversee Trail to Eagle, reminding scouts of Merit Badge requirements for Rank.
 - Help scouts to choose mentors for Eagle projects.
 - Encourage all Older Scouts to participate in campouts and summer camp.
 - HAVE FUN AND OVERSEE YOUR PATROL Using principles of a boy lead troop
SO OUR SCOUTS ALL HAVE FUN.
 - **Plan and oversee a separate campout for older scouts**