

Role Description: Activities & Civic Service Team Lead



Objective:

To manage and support the Scout District in (1) conducting quality day and overnight programs to bring units together from all levels of Scouting, and (2) actively managing the marketing process of council-wide activities to ensure the best participation from district units in order to meet their needs.

Responsible to:

District Program Vice Chair, partnered with District Chair and District Executive

Responsible for:

Building an activities team to support the volunteers leading each activity. Recruiting and mentoring a volunteer chair for each activity the district is responsible for annually.

1st Year Training Requirements:

Youth Protection Training	District Committee Operations "Activities"	Key Scouters' Conference
Program Safety	Journey to Excellence	

2nd Year Desired Trainings:

Succession Planning	Key Scouters Conference	Optional: Wood Badge
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Main Tasks and Targets:

1. Lead the district in achieving Journey to Excellence ranking for service hours
 - a. Assist units in tracking their service hours through the online portal
2. Ensure that each unit has a quality yearly program of service
3. Make sure district has exciting activities planned to include all levels of Scouting: Cubs, Scouts BSA, and Venturers/Explorers/Sea Scouts
4. Ensure that all district Scouts are aware of council and district activities coming up throughout the year
5. Increase the visibility of Scouting in the community by partnering with schools and other organizations, and investigating new opportunities for units.

Required Duties:

1. Attend bi-monthly district leadership meetings
 - a. Be prepared to give an activities & service hours update--DE can provide reports needed
 - b. Share areas where additional support from district leadership is needed
2. Attend monthly Roundtable, be prepared to promote upcoming activities/service opportunities
3. Recruit and lead a volunteer chair for each annual district event:
 - a. recognition dinner, spring camporee, day camp, fall camporee, etc.
4. Promote council and district activities directly to units through emails, flyers, newsletters, social media or other methods needed
5. Support unit leaders by helping them conduct service hours reporting
 - a. Provide information on logging in and which service hours
 - b. Follow up with units who have not reported service hours
 - c. Update the district on its progress towards Journey to Excellence
6. Select and mentor a volunteer who can serve as your successor.

Activities & Civic Service Lead Onboarding Process



First 30 Days:

- Complete an adult application with position 75
- Meet with Program Vice Chair/ District Chair and/or District Executive to review roles
- Complete Youth Protection Training
- Acquire contact sheets of district and unit leaders
- Confirm the dates and frequency of all district leadership meetings
- Introduce yourself to the council activities lead and unit leaders
- Create an account on Trello and review Activities board

First 90 Days:

- Meet with council activities lead
 - *Take note of council activities vision and strategic plan for next 3 years*
 - *Share your desired communication style and process both upward and downward*
- Attend monthly Roundtable & district leadership meeting
- Introduce yourself to directors/chairs of day camp, camporee, and Memorial Day Good Turn
- Begin targeting 1-2 events this year to raise the visibility of Scouting in the community

3 Months – 6 Months

- Begin to implement activities plan created for a healthy and successful district
- Be fully aware of units' general yearly activity schedules and which activities are needed to support the units
- Begin implementation of 1-2 community engagement opportunities
- Know which units need support in finding service opportunities; work with Unit Commissioners to provide support
- Update the district on a regular basis with progress on JTE, help needed, and action steps

Resources

- Activities & Civic Service Committee Guide: <https://filestore.scouting.org/filestore/mission/pdf/33082.pdf>
- Work plan for a district activities committee meeting:
https://filestore.scouting.org/filestore/commissioner/pdf/dist_committee_mtg_12.pdf

Suggested Monthly Action Plan

- Jan – Make sure units have the current year's activity calendar
- Feb - Plan calendar for next year
- Mar - Promote participation in Memorial Day
- Apr - Promote Day Camp
- May -
- Jun - Check on units logging service hours from Memorial Day
- Jul - Promote fall Camporees
- Aug - Promote Cuboree
- Sep -
- Oct - Review next year's calendar, promote Schofield Days
- Nov - Follow up with any remaining units on service hours logging
- Dec - Ensure Journey to Excellence numbers are accurate