

# **Role Description: District Training Chair**

## **Objective:**

To support the training of district volunteers at all levels (unit, district) by coordinating the efforts of the district training committee and maintaining the high standards for all training courses offered. Every youth deserves a well-trained leader.

## **Responsible to:**

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

## **Responsible for:**

Building a training committee to support the volunteers at all levels (unit, district).  
Be a resource to facilitate training opportunities (online and in-person) for unit and district leaders as needed.

## **1<sup>st</sup> Year Training Requirements:**

Youth Protection Training  
District Committee Training Workshop (D61)  
Key Scouters' Conference  
Journey to Excellence

## **2<sup>nd</sup> Year Desired Trainings:**

Succession Planning  
Key Scouters Conference

## **Main Tasks and Targets:**

1. Establishes district training objectives to train leaders, not just run training courses.
2. Participates in council meetings dealing with training policies, programs, and procedures.
3. Recruits and orients enough of the right kind of people for the training committee and course instructors.
4. Prepares an inventory of training for all leaders.
5. Plans, schedules, and coordinates an annual district training program based on training inventory.
6. Evaluates and reports on training progress.
7. Maintains district training records.
8. Encourages every Cub Scout pack to have a pack trainer.
9. Offers training opportunities to all unit leaders.
10. Promotes attendance at all training courses.
11. Gives special assistance to untrained unit leaders.
12. Approves applications for district training recognitions.
13. Gives special attention to training new-unit leaders and new leaders in existing units.
14. Tracks and attains training objectives.
15. Implements council training program.
16. Promotes all online training through the BSA Learn Center.
17. Work to ensure improvement in the Journey to Excellence training criterion.

### **Required Duties:**

1. Attend bi-monthly district leadership meetings
  - a. Be prepared to give a Training Leaders and YPT update--DE can provide reports needed
  - b. Share areas where additional support from district leadership is needed
2. Attend monthly Roundtable
  - a. be prepared to promote upcoming training opportunities
  - b. be prepared to assist units that may need assistance with training their unit leaders
3. Coordinate twice-yearly (2 quarters a year) trainings for new leaders to include
  - a. Position Specific Training – Cub Scout leaders, Scout Leaders, Pack and Troop Committee Members (these positions have the option of completing training on-line at [my.scouting.org](http://my.scouting.org) OR in person as provided by either unit trainers or district trainers)
  - b. Cub Scout (BALOO) and Scout (IOLS) Outdoor Leader Skills
4. Serve on the Council training committee to support collaboration between districts
5. As needed, bring training to committees of new or rebuilding units, and help find mentors for brand-new leaders lacking support
6. Mentor a volunteer who can serve as your successor.

## **District Training Chair 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 – [www.my.scouting.org](http://www.my.scouting.org)
- Acquire contact sheets of district and unit leaders
- Confirm the dates and frequency of all district leadership meetings
- Introduce yourself to the council training chair and unit leaders

### **First 90 Days:**

- Meet with council training chair
  - *Take note of council training 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
- Continue to introduce yourself to unit leaders
- Familiarize yourself with [my.scouting.org](http://my.scouting.org) and how to enter training for leaders in your district as needed

### **3 Months – 6 Months**

- Familiarize yourself with [scouting.org/training](http://scouting.org/training)
- Coordinate twice-yearly (2 quarters a year) trainings for new leaders to include

- Position Specific Training – Cub Scout leaders, Scout Leaders, Pack and Troop Committee Members (these positions have the option of completing training on-line at [my.scouting.org](http://my.scouting.org) OR in person as provided by either unit trainers or district trainers)
- Cub Scout (BALOO) and Scout (IOLS) Outdoor Leader Skills

### Resources

- [www.my.scouting.org](http://www.my.scouting.org)
- [www.scouting.org/training/](http://www.scouting.org/training/)
- Guide to Leader Training [https://filestore.scouting.org/filestore/pdf/511-028\\_WEB.pdf](https://filestore.scouting.org/filestore/pdf/511-028_WEB.pdf)
- District Committee Training Workshop <https://filestore.scouting.org/filestore/mission/pdf/34160.pdf>
- Recruiting Quality Training Staff <https://www.scouting.org/training/adult/supplemental/recruiting-quality-training-staff/>
- Trained Leader Position Requirements [https://i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2019/01/Position\\_Trained\\_Requirements\\_All\\_Programs\\_as\\_of\\_1\\_7\\_2019.pdf](https://i9peu1ikn3a16vg4e45rqi17-wpengine.netdna-ssl.com/wp-content/uploads/2019/01/Position_Trained_Requirements_All_Programs_as_of_1_7_2019.pdf)

### Suggested Monthly Action Plan

- Jan – Make sure units have the current year’s training calendar
- Feb - Plan calendar for next year
- Mar – Provide Position Specific Training, Outdoor Leader Skills Training (Cub Scouts and Scouts Programs)
- Apr – Youth Protection Training
- May -
- Jun - Provide Position Specific Training, Outdoor Leader Skills Training (Cub Scouts and Scouts Programs)
- Jul -
- Aug -
- Sep - Provide Position Specific Training, Outdoor Leader Skills Training (Cub Scouts and Scouts Programs)
- Oct -
- Nov – Provide Position Specific Training, Outdoor Leader Skills Training (Cub Scouts and Scouts Programs)
- Dec - Ensure Journey to Excellence numbers are accurate