

Pack 631 Job Descriptions

Assistant Committee Chair (one person)

Assist committee chair with items. Specific details will be worked out between committee chair and the assistant. Duties could include calls to committee members and coordination with committee members.

Summertime Activities Committee (three people preferred)

Organize three summertime events for June, July, and August. This usually includes a field day in June, an indoor event in July, and the pool party in August.

Pinewood Derby Assistant Chair (Scott Reichling, Brian Pikkula, one to two other volunteers)

Organizing the Pinewood Derby. This includes the distribution of pine cars, pinewood derby rules (provided), organizing build days, purchasing the trophies, setting up a practice run, and race day organization.

Scouting for Food (one person)

Organizing the Scouting for Food hangar distribution, food pickup, . Includes coordination with Committee Chair and Den Leaders for Scouting for Food Day.

Training Chair (one person)

Research our district and surrounding district web sites looking for training opportunities and bring notice to committee meetings and Pack meetings. Contact adult leaders and encourage them to complete required and recommended training. Provide advancement chair with adult leader training records. Look for ways to reward leader achievements. Make sure adults have completed YPT.

Blue & Gold Banquet (Dawn Reichling, two other volunteers)

Plan and set up for Blue & Gold Banquet in May.

Medical Officer (one person)

Makes sure everyone has a medical form filled out, reviews forms, organizes forms, and keep track of them. Build and maintain Pack First Aid kit.

Popcorn Assistant Kernel (one person)

Help with organizing the fund raiser. Includes processing forms and money, scout prize and recognition tracking. Help with popcorn pickup, sorting and distribution.

Scout Fair Coupon Book Chair (one person)

Organizes Scout Fair Coupon book sales, and turn in. Sets up opportunities to sell coupon books outside Kroger. Tracks scout awards.

Communications Chair (one person)

Works with the committee chair to create flyers and other communications to the pack.

Pack Meetings Activity/Game Coordinators (multiple people)

Plans and sets up the activities or games for the Pack meetings.

Camp Out Quarter Master (one person)

Works with Committee to plan food, purchase food, and organizes food preparation for camp outs.

Day Camp Chair (one person)

Works with the district and pack to promote day camp. Helps recruit and register scouts, den walkers and other day camp leadership positions.