

PACK 122

Pack Volunteer Position Descriptions

Below are summary descriptions of the various pack and event coordinator positions. The descriptions are provided to give a general idea of what is involved in holding the pack position or running the pack event. These summaries may not include additional job/duties required of the position/event, but hopefully we have provided fairly accurate summaries of the positions/events. If you would like further details, please talk to the Pack Program Chairperson, Cubmaster, Assistant Cubmaster or Pack Committee Chairperson.

Pack Events

Event	Approximate Date(s)	Event Description	Summary of Duties
Joining Night	Sept	New Parents are invited to a meeting to learn more about the Cub Scout program and Pack 122.	<ul style="list-style-type: none"> Attend Council training in August. Coordinate, prepare and distribute promotional materials. Plan and coordinate recruitment night activities.
Popcorn Fundraiser	Sep – Dec	Pack sells Trails End Popcorn to raise funds for the Pack's annual operations. This is the only fundraiser conducted by the Pack.	<ul style="list-style-type: none"> Obtain fundraising materials from the Connecticut Rivers Council office. Distribute materials to Pack. Arrange for Show n' Sell. Collect orders, organize and turn into Council office. Pickup product and arrange for distribution to individual dens/scouts. Collect funds from dens/scouts and make payment to Council office.
Big Trip	Nov	Overnight event conducted once a year to a site determined by Pack Leaders. Past sites have included Boston Museum of Science, Battleship Cove, Norwalk Aquarium and Higgins Armory.	<ul style="list-style-type: none"> Contact site selected for trip. Obtain information necessary and communicate to Pack. Collect registration forms from scouts. Provide all necessary information and funds to site.
Holiday Caroling	Dec	The Pack brings holiday joy to the elderly by visiting a retirement community/nursing home and singing holiday songs.	<ul style="list-style-type: none"> Find appropriate site for caroling (nursing home, retirement community, etc). Coordinate date and time with site and pack leadership. Chose and distribute music to dens.
Desserts for Fire Dept Holiday Party	Dec	To contribute back to our chartering organization, the Pack provides desserts for the Avon Volunteer Fire Dept's annual holiday party.	<ul style="list-style-type: none"> Contact Avon Volunteer Fire Dept to determine date/time for drop-off. Communicate to Pack and enlist volunteers to provide desserts.

Event	Approximate Date(s)	Event Description	Summary of Duties
Gifts of Love	Dec	In the spirit of holiday giving, the Pack assists families in need, through the Gifts of Love organization, by providing holiday gift for those that would otherwise have none.	<ul style="list-style-type: none"> • Contact Gifts of Love and determine number of families we can help. • Get details of family needs and allocated to dens. Coordinate collection at a pack meeting and transport gifts to Gifts of Love.
Pinewood Derby	Jan	Scouts transform a block of wood into a racing car and then compete against others in their age groups.	<ul style="list-style-type: none"> • Coordinate dates with Pack leadership. • Communicate all necessary information to Pack. • Day prior to Derby coordinate setup of site for Derby including setup of track and testing of equipment.
Hartford Wolf Pack Games	Jan/Feb	Pack attends one Wolf Pack hockey game each year on a Scout Night. Opportunity to sleepover.	<ul style="list-style-type: none"> • Contact Wolf Pack to obtain detail information about games and other activities/giveaways. • Send communication to Pack, collect fund, purchase and distribute tickets.
Cub Blizzard	Feb	A winter carnival of activities.	<ul style="list-style-type: none"> • Plan activities for Scouts. • Obtain materials and volunteers needed for event.
Blue & Gold Banquet	Mar	This event marks the culmination of a boys advancement through Cub Scouts. The Webloe II's are awarded their Arrow of Light and transition from Cub Scouts to Boy Scouts. This event is a must for Cub Scouts at all levels as it honors those that came before them and show what can be achieved in their future.	<ul style="list-style-type: none"> • Lead Blue & Gold Banquet Committee members. • Delegate various tasks to members. • Hold at least one committee meeting. • Secure catering for event. • Work with Scoutmaster/Pack Committee on timing and budget.
Avon Clean-Up Day	Mar/Apr	Pack contributes to the Town of Avon by picking-up trash at various locations around town.	<ul style="list-style-type: none"> • Determine locations that need cleanup. • Obtain supplies. • Communicate plans to volunteers.
New Britain Rock Cats Game	Apr/May	Pack attends one Rock Cats baseball game each year on a Scout Night. There is an opportunity to sleepover on the field.	<ul style="list-style-type: none"> • Contact Rock Cats to obtain detail information about game, cookout and sleepover. • Send communication to Pack, collect funds, purchase and distribute tickets.
Family Campout/Cookout	Jun	End of the year celebration cookout at which Scout crossover to their next rank. Afternoon activities are run by the Pack and the Boy Scout Troop. Activities are followed by a cookout, crossover ceremony and campfire. Opportunity to campout overnight.	<ul style="list-style-type: none"> • Lead Campout/Cookout Committee members. • Delegate various tasks to members. • Hold at least one committee meeting. • Secure necessary equipment/supplies for event. • Work with Scoutmaster/Pack Committee on timing and budget. • Secure site for campout and cookout.

Pack Positions (held for year starting in Sep – Jun, some may term in March when Web II son crosses over)

Position	Description
Cubmaster	<ul style="list-style-type: none">• Plan Pack events for year.• Plan and lead monthly Pack Meetings.• Attend monthly district roundtable meetings.• Obtain proper training required of position.• Oversee Den Leaders.• Assist event coordinators when necessary.
Assistant Cubmaster	<ul style="list-style-type: none">• Assist Cubmaster in all of his duties.• Stand-in for Cubmaster as needed.• Attend monthly Leader Meetings.
Pack Committee Chairperson	<ul style="list-style-type: none">• Assist in planning Pack events for year.• Plan and lead monthly Leaders Meeting.• Oversee Pack Committee.• Communicate with Pack Charter Organization – Avon Volunteer Fire Department.
Pack Program Chairperson	<ul style="list-style-type: none">• Assist in planning Pack events for year.• Enlist parents to serve as Pack volunteers• Assist Pack volunteers as necessary.• Attend monthly Leader Meetings.
Treasurer	<ul style="list-style-type: none">• Attend monthly Leader Meetings.• Track finances for Pack and report at Leaders Meetings.• Handle all banking for Pack.• Disburse funds as approved by Pack Committee.
Advancement Chairperson	<ul style="list-style-type: none">• Communicate with Den Leaders regarding Scouts' advancement.• File necessary paperwork with Council Office.• Pickup advancement badges at Council Office and distribute to Den Leaders.
Registrar/Re-Chartering Coordinator	<ul style="list-style-type: none">• Ensure all Scouts registration forms are complete and due paid.• Coordinate Re-Charting and file necessary paperwork with Council Office.

Position	Description
Communications Coordinator	<ul style="list-style-type: none"> • Review all press releases. • Take/obtain pictures for Pack events for submission to local papers. • Create Pack Newsletter (new 2010). • Request/obtain submissions, consolidate and distribute monthly Newsletter.
Pack Webmaster	<ul style="list-style-type: none"> • Create Pack web site. • Maintain web site as necessary. • Train others in use and maintenance of site.
Pack Trainer	<ul style="list-style-type: none"> • Train new leaders. • Encourage Pack leaders to attend training sessions. • Remaining current with new training materials. • Keeping track of Pack training records.
Pack Hiking Program Coordinator	<ul style="list-style-type: none"> • Plan hikes for entire Cub Scout year. • Lead or find appropriate leadership for each hike. • Develop and maintain records of hike participation. • Develop and maintain reward system for Scouts.
Cub Camping Captain	<ul style="list-style-type: none"> • Promote camping opportunities to Pack. • Coordinate Pack Camping Trip • Assist/Coordinate promotion of Cub Scout Summer Camp.
Tiger Cub Coach	<ul style="list-style-type: none"> • Setup new Tiger Dens and identify Leaders. • Explains program to Tiger families • Serves as resource to Tiger Leaders and provides ongoing support.
T-Shirt Sales	<ul style="list-style-type: none"> • Sell Pack T-shirts at Pack events. • Track inventory and reorder supplies as necessary.

All Pack Volunteers will also be asked to document and/or maintain documentation related to the position/event for use by future volunteers.