

## *Recruitment Coordinator/Troop Guide Coach Job Description*

### *Recruitment Coordinator*

1. Develop and maintain up-to-date list of Webelo 1 and 2 leaders at local Cub Scout Packs (i.e., Davis, Mountain View, Rocky Mount, Garrison Mill, Kehely, others).
2. Extend invitations, as appropriate, to attend Fall Camporall as guests of Troop 714. Fall Camporall is typically held in late September. Invitations need to be extended late July, early August.
3. Serve as "host" during the Fall Camporall. Enlist the help of the Troop Guides.
4. Send emails to Webelo 2 contacts periodically throughout the Fall to update them on Troop 714 activities and extend invitations to visit.
5. Host Webelo 2 visits at Troop meetings. Enlist the help of Troop Guides.
6. Shortly after January 1, start extending invitations to Webelo 2 dens to cross over to Troop 714.
7. Attend cross over events (typically in February and March) to welcome New Scouts and Leaders to Troop 714. Enlist the help of Troop Guides.
8. Coordinate and staff New Scout Campout (typically around the 3<sup>rd</sup> week in April). Enlist the help of the Troop Guides.
9. Host other boys and parents who may visit from time to time throughout the year.

### ***Troop Guide Coach***

1. Develop a description of the Troop Guide position.
2. Review and approve Troop Guides as selected by the SPL.
3. Provide Troop Guide training to ensure the Troop Guides understand the responsibilities of the position and have the requisite skills.
4. Assist the Recruitment Coordinator with Camporall and Webelo Troop meeting visits. Make sure Troop Guides are prepared to be involved with these events.
5. Coordinate with New Scout leaders to ensure that Troop Guides are interfacing with and providing leadership service to New Scout patrol(s) on a routine basis (i.e., "What do the New Scouts need from the Troop Guides? When do you need it?").
6. Ensure Troop Guides are prepared to host visitors during Troop meetings and other special events (e.g., Camporall, etc.).
7. Attend the New Scout Campout.
8. Ensure Troop Guides are prepared to play a significant leadership role on the New Scout Campout.
9. Review and sign off on leadership requirements associated with rank advancement for the Troop Guides.