

# Adult Volunteer Roles at Air Scouts Canberra

## Assistant Treasurer

(1 person required now)

Our Treasurer has been with us for 8 years and it's time for her to move on. As Assistant Treasurer you would work with the outgoing Treasurer to make sure that Air Scouts Canberra group complies with the rules of Scouts Australia and the laws of the land relating to finance. Moving into the Treasurer role, you'll help produce an annual budget, monitor the group's income and expenditure against the budget, receive and account for money within the group, pay out money as authorized, and ensure that floats held by others are accounted for. You'll ensure that the proper inventories and insurance of the Group property and equipment are maintained and keep in touch with the District Treasurer. You'll also liaise with our Scout Hall lease holders and work closely with the Hall Hire Coordinator.

*Pre-requisites: Basic understanding of finance. Time commitment of 1hr/wk.*

## Cub Section Leader

(2-3 people required in January 2016)

As Cub Section Leader you will be working as part of a leadership team to design exciting programs for the pack. Before the start of each term, you'll decide which activities will help grow and develop the Cubs in your pack. You'll consider the Award Schemes (badges) and use the worldwide scouting program to come up with some super exciting themes for your pack meetings and excursions. You'll share the responsibility of designing, preparing and running the meetings, planning Cub camps, communicating with parents and liaising with Adventurous Activity Leaders eg the ACT Rock Team, ACT Archery Guild, ACT Water Activities team. It's hugely rewarding and will challenge you to experience new things, meet new people, do good for your community and learn new skills.

*Pre-requisites: Current Working with Vulnerable People (WWVP) card, completed Cub Section Leader training. Time commitment of around 3-4hrs/wk.*

## Cub Section - Leader in Training

(2-3 people required now; then move to Cub Section Leader role)

If you love the idea of leading a Cub pack then this is the place to start! You'll be given training on programming, camp planning, working with children, safety, navigation, knotting, and many other skills. The training involves around 8 modules of e-learning (online), plus one Saturday for the Scouting Skills workshop (Sept) and a Saturday & Sunday for the Basic Cub Section Skills training (Oct). The training courses are held at the Scouts property 'Camp Cottermouth' just outside of Canberra. You'll do some on-the-job training at pack meetings and you'll complete a workbook as you go. After completing the training (around 6 mths) you'll become a 'warranted' Cub Section Leader and can work with the other leaders to plan and deliver some exciting activities. You'll be supported all the way and training is at no cost to you.

*Pre-requisites: 'Adult member' paperwork, a WWVP card and access to a computer for e-learning. Time commitment of around 2hrs/wk.*

## Joey Section - Leader in Training

(2 people required now - need two to start together)

If you love the idea of leading a Joey mob then this is the place to start. You'll be given training on programming, camp planning, working with children, safety, games, crafts and many other great skills. The training involves around 8 modules of e-learning which you can do at home on your computer, plus one Saturday for the Scouting Skills workshop (Sept) plus a Saturday and Sunday for the Basic Joey Section Skills training (Oct). The training courses are held at the Scouts property 'Camp Cottermouth' just outside of Canberra. You will do some on the job training and we'll help you complete a workbook as you go. After completing the training (takes 6mths on average) you will become a 'warranted' Joey Section Leader (see above) and can work with the other leaders to plan and deliver some exciting activities. You'll be supported all the way and training is at no cost to you.

*Pre-requisites: Complete 'Adult member' paperwork, get a Working with Vulnerable People Card (WWVP) and access to a computer for e-learning. Time commitment of around 2-3hrs/wk.*

## Publicity & Recruitment Coordinator

(1 person required now)

This new role will be focused on promoting Air Scouts in a positive light, with the aim of recruiting new youth members and leaders through the year. You'll work with the Section Leaders to hold Bring-A-Friend activities, update the Air Scouts website and Facebook page, and work with schools to run an annual scouting activity (as we do each November with Canberra Grammar). Depending on time commitments, publish a monthly Group e-newsletter.

*Pre-requisites: Reasonably IT savvy and ability to use basic online tools such as MailChimp and Google Sites (training provided). Time commitment of around 1hr /wk.*

## Community Service Coordinator

(1 person required now)

This new role will work across all sections of the Group (Joes/Cubs/ Scouts/ Venturers). At the start of the year, you will meet with the Section Leaders and Youth Leaders to decide on the Air Scouts Community Service Project for the year. It could be environment-based, relate to helping homeless, youth, aged people - anything that will encourage our scouts to become socially aware and engaged with those less fortunate in the community. Plan and coordinate events to support the program.

*Pre-requisites: Willingness to help the community and inspire our scouts to help other people. Time commitment of less than 1hr/wk.*

## Pen Pal Coordinator (Cubs)

(1 person required now)

Work with our Cub Section Leader to run the Pen Pal program with groups overseas. We currently have pen pal relationships with Cub packs in Boy Scouts of America in Salem Ohio and in Wales in the UK. Each term we will dedicate at least one pack meeting to learning about life as a cub scout overseas, different cultures and developing friendships with the other Cubs. There are international scouting materials available and award scheme badges to guide the process. May also expand into other Sections, with a special focus on the worldwide Scout Jamboree.

*Pre-requisites: An interest in international cultures. Time commitment of less than 1 hr/wk.*

## Fundraising & Grants Coordinator

(1 person required now)

Take the lead in applying for funding and working with Section Leaders and parents to use the money as intended. Coordinating projects associated with fundraising and grants, including special project working bees and purchase of new equipment. This role will work with the Community Service Coordinator as often grants are provided for community service projects. May include a Bunnings BBQ!

*Pre-requisites: Interest in fundraising and ability to inspire parents to become involved in these projects for the good of the Group. Time commitment of less than 1hr/wk.*

## Camp Coordinator

(2 people required now)

Support the Section Leaders to organise camps, including venue ideas, planning, helping develop camp programs and activities, assessing equipment requirements & coordinating packing of the Group trailer. Appoint Kitchen captain and purchase required food and equipment. This role would work closely with the 'Quartermaster' who manages the Group equipment and ensures items are respected and returned in good condition.

*Pre-requisites: Suits someone who loves camping and the outdoors, or cooking and catering. Time commitment of less than 1hr/wk.*

## Hall Hire Coordinator

(1 person required now)

Works closely with the Treasurer to manage the hall hire requests. Meet potential hirers at the hall to show them the facilities. Liaise with hall hirers and ensure the required paperwork is completed and hall is left in good condition.

*Pre-requisites: Would suit someone who lives reasonably local to the hall. Time commitment of less than 1 hr/wk.*



**Questions? Call  
Martine on 0417350055**