

We're Hiring

Unit Leadership Roles

Cubmaster

The person who leads the Pack program and brings the Scouting experience to life.

Description:

The Cubmaster works with adult leaders to plan and deliver fun, age-appropriate activities that help Scouts grow through the aims and methods of Scouting.

Responsibilities:

Think of it as: The Pack's program leader and chief cheerleader.

- Plan and lead Pack meetings and activities.
- Work with Den Leaders to coordinate the overall Pack program.
- Help create a fun, welcoming environment for Scouts and families.
- Encourage advancement and participation.
- Recognize Scouts for their accomplishments.
- Help recruit and develop adult volunteers.
- Communicate Pack plans and expectations to families.
- Coordinate with the Committee Chair and other Pack leaders.
- Serve as a positive role model for Scouts.

Think of it as: The Pack's program leader and chief cheerleader.

Den Leader

The adult who works most directly with a specific group of Cub Scouts.

Description:

Den Leaders guide Scouts through their age-appropriate program and help them build friendships, skills, confidence, and a love of Scouting.

Responsibilities:

Think of it as: The Pack's program leader and chief cheerleader.

- Plan and lead Den meetings and activities.
 - Follow the Cub Scout program and advancement requirements.
 - Help Scouts complete adventures and advance.
 - Communicate regularly with parents and guardians.
 - Encourage participation in Pack activities.
 - Create a safe, positive, and inclusive Den environment.
 - Work with other Den Leaders and the Cubmaster.
 - Help Scouts prepare for the next stage of their Scouting journey.
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Think of it as: The person who knows your Scout, helps them grow, and makes Scouting fun.

Committee Chair

The person who leads the Pack's adult support team.

Description:

The Committee Chair makes sure the Pack has the organization, resources, volunteers, and support needed for the Cubmaster and Den Leaders to focus on the Scouts.

Responsibilities:

- Lead Pack Committee meetings.
- Recruit and support adult volunteers.
- Work with the Cubmaster to ensure the Pack has what it needs.
- Help establish Pack goals and plans.
- Oversee Pack administration and organization.
- Help maintain a strong relationship with the Chartered Organization.
- Coordinate committee responsibilities and delegate tasks.
- Help identify and solve Pack-level challenges.
- Support volunteer training and development.

Think of it as: The person making sure the people running the program have what they need to succeed.

Treasurer / Committee Member

The person who helps keep the Pack financially organized.

Description:

The Committee Chair makes sure the Pack has the organization, resources, volunteers, and support needed for the Cubmaster and Den Leaders to focus on the Scouts.

Responsibilities:

Think of it as: The Pack's program leader and chief cheerleader.

- Maintain accurate Pack financial records.
- Track income and expenses.
- Prepare and monitor the Pack budget.
- Handle deposits and payments according to Pack procedures.
- Provide financial updates to the Committee.
- Help plan fundraising activities.
- Assist with collecting dues or fees as appropriate.
- Help ensure Pack funds are used responsibly and for the benefit of Scouts.

Think of it as: The person who knows your Scout, helps them grow, and makes Scouting fun.

Pack Committee Member

A volunteer who helps make the Pack run smoothly.

Description:

Committee members support the Pack by taking responsibility for specific areas rather than leaving everything to the Committee Chair.

Responsibilities:

- Advancement support
- Activities and events
- Fundraising
- Equipment
- Membership and recruiting
- Communications
- Transportation coordination
- Family engagement
- Camping/outdoor activities
- Community service
- Popcorn or other fundraising programs

Think of it as: “Tell me what needs to be done, and I'll help make it happen.”

Chartered Organization Representative (COR)

The connection between the Pack and its Chartered Organization.

Description:

The COR helps maintain a strong relationship between the Scouting unit and the organization that supports it.

Responsibilities:

- Serve as the primary connection between the Pack and Chartered Organization. Think of it as: The Pack's program leader and chief cheerleader.
- Help ensure the Pack operates in accordance with Scouting America and Chartered Organization expectations.
- Support the Pack's leadership and volunteer needs.
- Help communicate Pack needs and successes to the Chartered Organization.
- Participate in the selection and support of unit leadership as appropriate.
- Help strengthen the Pack's relationship with its community partner.

Think of it as: The bridge between Scouting and the organization that sponsors the Pack.

Pack Committee Member – Membership & Recruiting

The person focused on helping the Pack grow.

Description:

This volunteer works with Pack leadership and the District Executive to identify opportunities to grow the Pack

Responsibilities:

Think of it as: The Pack's program leader and chief cheerleader.

- Help plan recruiting events.
- Build relationships with local schools and community organizations.
- Welcome prospective families.
- Follow up with families after recruitment events.
- Help organize Scout talks, school events, and community recruitment opportunities.
- Identify ways to make the Pack more welcoming and accessible.
- Track recruiting efforts and results.
- Work with the District Executive on membership opportunities.

Think of it as: The person helping make sure new families know your Pack exists—and feel excited to join.

New Family Helper

The person who helps new families feel welcome and connected.

Description:

The New Family Helper makes sure new families know what to expect, know who to go to with questions, and feel comfortable becoming part of the Pack.

Responsibilities:

- Welcome new families and help them get settled.
- Check in with families during their first few months.
- Introduce new families to other Scouts, parents, and leaders.
- Help families understand Pack meetings, activities, and communication.
- Encourage families to participate and get involved.
- Follow up when a family seems to be disengaging.
- Help identify questions or concerns and connect families with the right leader.

Think of it as: The person who makes sure “Welcome to the Pack!” doesn't end after the first meeting.

Pack Advancement Coordinator

The person who helps the Pack stay on top of advancement.

Description:

This volunteer supports Den Leaders and families by helping ensure advancement information is recorded and Scouts receive recognition for their accomplishments.

Think of it as: The Pack's program leader and chief cheerleader.

Responsibilities:

- Help Den Leaders understand advancement resources.
- Encourage timely recording of advancement.
- Assist with Scoutbook Plus as needed.
- Help prepare advancement recognition for Pack meetings.
- Track outstanding advancement needs.
- Help families understand how advancement works.
- Coordinate with the Cubmaster and Committee.

Think of it as: The person making sure Scouts get credit and recognition for what they've accomplished.

Pack Communications Coordinator

The person who helps keep everyone informed and connected.

Description:

This volunteer supports Den Leaders and families by helping ensure advancement information is recorded and Scouts receive recognition for their accomplishments.

Think of it as: The Pack's program leader and chief cheerleader.

Responsibilities:

- Maintain Pack communication channels.
 - Share meeting and event information.
 - Send reminders and updates to families.
 - Maintain the Pack calendar.
 - Help manage social media or other communication platforms, when appropriate.
 - Make sure important information reaches families in a timely manner.
 - Coordinate communications with Pack leadership.
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Think of it as: The person making sure nobody has to say, “Wait...when was that?”

Important Things to Remember

These positions are not meant to be one-person jobs.

Description:

A healthy Pack builds a team where volunteers share responsibilities, support one another, and step in when help is needed.

Think of it as: The Pack's program leader and chief cheerleader.

You don't have to be a Scouting expert to volunteer.

You just need to be willing to:
show up, learn, communicate, and put Scouts first.

The best Pack leadership team isn't the one where one person does everything.

It's the one where everyone has a part to play.

Every Pack needs parents who are willing to pitch in, even in small ways

You don't have to take on a leadership position to make a difference..

- Help with Pack meetings or activities.
- Assist a Den Leader during meetings or outings.
- Help with check-in, setup, or cleanup.
- Take photos or help with Pack communications.
- Help organize supplies and equipment.
- Volunteer at fundraising events.
- Help plan or run special events.
- Share a skill, hobby, or profession with the Scouts.
- Help with transportation or logistics when appropriate.
- Welcome new families and help them feel included.
- Volunteer for a one-time event or special project.

Think of it as: You don't have to do everything – just find one thing you can do well.