

**CASCADIA COUNCIL – SCOUTS CANADA**

**JOB DESCRIPTION**

**Deputy Council Commissioner – Area Support**

**Accountable to:** Council Commissioner  
**Term:** Appointed annually, to a maximum of 3 consecutive terms  
**Time Required:** 3 to 5 hours per week; potential for 2 to 3 weekends per year

**Major Responsibility:**

- Provides advice, development and support to Area Commissioners and their teams

**Duties and Responsibilities:**

1. Actively participates as a member of the Council Leadership Team
2. Provides regular in person support to Area volunteers enabling them to deliver on Scouts Canada's brand promise.
3. Liaises with Areas to provide accurate and timely two-way communication with regard to Scouts Canada programs and policy.
4. Coaches, mentors and provides constructive feedback to Area Teams in conjunction with Area Commissioners and Area Support Managers (ASM).
5. Provides orientation and on-boarding for incoming Area Commissioners
6. In conjunction with CED/ASMs designs and oversees processes and tools for support visits and is accountable to the Council Commissioner and Council Leadership Team for reporting monthly visits and findings
7. Develops and implements registration and rechartering processes in conjunction with Council Registrar—including promoting spring registration
8. Identifies service and support required from the Council/National levels, including the identification of systemic issues or low value-added activities
9. Assists with Council wide communication directed to Area Commissioners and their teams
10. Identifies, proposes and provides active sponsorship for projects to enhance volunteer support within the Council.
11. Ensures that adult volunteers are recognized for their contributions through local/national awards process.
12. Communicates on a regular and timely basis with the Council Commissioner and other Council stakeholders; reports all progress and difficulties encountered
13. Participates in the recruiting process for new Area Commissioners
14. May be assigned the role as Acting Area Commissioner for an Area on an as required basis
15. Other related duties

**Qualifications:**

1. Demonstrated leadership, management, problem solving and decision-making skills
2. Has proven ability to inspire confidence, team effort and leadership in others
3. Excellent communication skills: ability to communicate clearly and professionally both verbally and in writing
4. Has a wide network of contacts both within and outside Scouts Canada.
5. Demonstrates a commitment to Scouting Mission, Principles and Practices through personal development and sound management practices