

**CASCADIA COUNCIL – SCOUTS CANADA**

**JOB DESCRIPTION**

**DEPUTY COUNCIL COMMISSIONER – NORTHERN GEOGRAPHIC  
DEPUTY COUNCIL COMMISSIONER – INTERIOR GEOGRAPHIC  
DEPUTY COUNCIL COMMISSIONER – VANCOUVER ISLAND GEOGRAPHIC**

<b>Accountable to:</b>	Council Commissioner
<b>Term:</b>	Appointment annually, to a maximum of 3 consecutive terms
<b>Time required:</b>	4 to 5 hours per week; potentially 1 weekend per month
<b>Scope of Position:</b>	Works closely with the Council Leadership Team, the Council Key 3 and the Geographic Team to carry out the mandate of Cascadia Council and Scouts Canada and provide support to the Areas in the Geographic.

**Duties and Responsibilities:**

1. In partnership with the Deputy Council Youth Commissioner, act as the lead contact for the Council Leadership Team in the Geographic and actively participate as a member of the Council Leadership Team.
2. Ensure the delivery of Scouts Canada's Programs in accordance with its Mission and Principles, which meet Scouts Canada's Program Standards and are in keeping with goals and ideals of the Council.
3. Recruits Scouters and Youth as required to create a Geographic Team to work with and provide support to areas and groups within the geographic.
4. Coaches, mentors, monitors support and provides service delivery and constructive feedback to Area Teams in conjunction with Area Commissioners and Area Support Managers
5. Provides orientation and on-boarding for incoming Area Commissioners.
6. In conjunction with CED/ASM's 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. Actively promote volunteer and youth development and training offered by Scouts Canada.
8. Work closely to ensure that a climate exists between the Council Team and the Areas that will facilitate a close for of communication and good working relations.
9. Communicate on a regular and timely basis with members of the Council Key 3 and report progress and difficulties encountered in their position.
10. Along with the Council Team be an agent of information or a liaison for the Council and as such provide accurate and timely two-way information given on all Scouting events, program updates, and program evaluation, procedural and or policy changes, and ensure that the information gets to the appropriate persons.

11. In cooperation with the DCC Recognition, ensure that adult volunteers and youth are recognized for their contributions, through either local or national award process.
12. Perform other duties as assigned by the Council Commissioner or requested by the Areas.

**Qualifications:**

1. Demonstrated leadership, management, motivation and decision making skills
2. Have a proven ability to inspire confidence, team effort and leadership in others
3. Demonstrated commitment to customer-oriented service delivery
4. Excellent communication skills; ability to communicate clearly and professionally both verbally, in writing and has the ability to listen
5. Has a wide network of contacts both within and outside Scouts Canada
6. Demonstrates a commitment to Scouting Mission, Principles and Practices through personal development and sound management practices
7. General Knowledge of the Canadian Path and coaching, mentoring and training principles