

CASCADIA COUNCIL – SCOUTS CANADA

JOB DESCRIPTION

DEPUTY COUNCIL COMMISSIONER – VOLUNTEER DEVELOPMENT

Accountable to: Council Commissioner
Term: Appointed annually, to a maximum of 3 consecutive terms
Time Required: 4 to 5 hours per week; potential for 2 weekends per year

Major Responsibility:

Works with Council Leadership Team, volunteers, youth and staff to ensure all volunteers are appropriately trained and sufficient opportunity is provided within the Council for volunteers to complete appropriate training

Duties and Responsibilities:

1. Actively participates as a member of the Council Leadership Team.
2. Serves as Manager of the Council Team for Coaching, Mentoring and Training:
 - a. Develops an appropriate resourcing strategy (human & financial) to ensure that training opportunities in the Council meet volunteer and youth training needs.
 - b. Manages the development and provision of high quality training opportunities for all volunteers including on line training opportunities.
 - c. Ensures that training opportunities adhere to Scouts Canada's Volunteer Support Strategy and follow defined training standards.
 - d. Ensures that member training records are accurate and maintained.
 - e. Ensures that Volunteer Development Team volunteers are trained and appropriately recognized for their contributions.
3. Actively promotes all volunteer training offered by Scouts Canada.
4. Communicates on a regular and timely basis with the Council Commissioner and other Council stakeholders; report all progress and difficulties encountered.
5. Actively participates in National Programs and supports Coaching, Mentoring and Training initiatives in Cascadia including:
 - a. Shares best practices and challenges related to training implementation
 - b. Identifies and prioritizes opportunities for change in conjunction with Scouts Canada policies and procedures
 - c. Champions and implements Scouts Canada training programs and processes and the Canadian Path at the Council level
 - d. Acts as the lead of the Cascadia Council Training Working Group

Qualifications:

1. Demonstrated leadership, management, motivation, and decision making skills
2. Demonstrated commitment to customer-oriented service delivery

3. General knowledge of Scouts Canada's Volunteer Support Strategy and training principles
4. Knowledge of current training approaches and methods and recognized coaching and mentoring practices
5. General knowledge of Scouts Canada's core youth programs and youth leadership including the Canadian Path, Program Quality Standards and Scouts Canada Mission, Vision and Values
6. Knowledge of volunteer demographics and the challenges facing Scouts Canada's volunteers
7. Completed Wood Badge 2 training in at least one program section