

WHITE STAG -- STAFF POSITION DESCRIPTIONS

Course Director

The conference Course Director should have the same qualities as any good troop Scoutmaster. The brochure, *Selecting Quality Leaders*, lists these qualities and gives some helpful hints on recruiting quality leaders for your course. The conference Director should have had recent experience as a Scoutmaster and be familiar with council programs. Since the basic purpose of this conference is to teach leadership skills, the conference Director should have completed Boy Scout Leader Wood Badge training.

The Course Directors responsibilities include the following:

- Agree to conduct the conference as outlined in this conference manual.
- Recruiting quality adult and youth staff.
- Conducting a minimum of five staff training experiences before the conference.
- Conducting a preconference orientation session for Scoutmasters who have not completed Wood Badge training and as *Application* session for home Scoutmasters and their Junior Leaders after the conference.
- Working closely with the course Scoutmasters and Assistant Scoutmasters to ensure their effectiveness in their staff assignments.
- Serve as course Scoutmaster at all combined conference events.
- Prepare the conference budget.

Assistant Course Director

The conference Assistant Course Director should have the same qualities as the course director.

The responsibilities of the Assistant Course Director include the following:

- Agree to conduct the conference as outlined in this conference manual.
- Assist the Course Director with recruiting quality adult and youth staff members.
- Conducting a minimum of five staff training experiences before the conference.
- Conducting a preconference orientation session for Scoutmasters who have not completed Wood Badge training and as "*Application*" session for home Scoutmasters and their Junior Leaders after the conference.
- Responsible for conference promotion and advertising at district round tables.
- Serve as backup for conference director.

Conference Troop Scoutmaster

The conference Troop Scoutmaster should have the same qualities as the course director .

The responsibilities of the conference Troop Scoutmaster include the following:

- Agree to conduct the conference as outlined in this conference manual.
- Assist the Course Director with recruiting quality youth staff members.
- Conducting a minimum of five staff training experiences before the conference.
- Conducting a preconference orientation session for Scoutmasters who have not completed Wood Badge training and as *Application* session for home Scoutmasters and their Junior Leaders after the conference.
- Serve as the Troop Scoutmaster when in the Troop setting.
- Serving as adviser to the senior patrol leader as he provides guidance to the course youth staff.
- Conducting the leadership skill session on *Setting the Example*.
- Conducting the *Problem Solving Workshop* and the session on *Communicating with Adults*.
- Conducting two reflections periods with each patrol (Wednesday and Friday).

- Working closely with the troop Assistant Scoutmasters to ensure their effectiveness in their staff assignments.
- Along with the Senior Patrol Leader lead, guide, and direct the participants within the conference troop setting.
- Train the troop guides in their roles and responsibilities.

Conference Troop Assistant Scoutmaster

The conference Troop assistant Scoutmaster should have the same qualities as the course director .

The responsibilities of the conference Troop assistant Scoutmaster include the following:

- Serve as backup for troop Scoutmaster.
- Support the troop Scoutmaster in conducting two reflections with each patrol.
- Participating in all staff training session.
- In conjunction with the assistant senior patrol leader, ensuring that all equipment and supplies are secured and that adequate preparation has been made for all skill presentations.
- Supporting the assistant senior patrol leader in coordinating all troopwide activities, including troop campfires.
- Learn the job of troop Scoutmaster.
- Train troop instructor in their roles and responsibilities.
- Coordinate the orientation trail and outpost hike.

Assistant Scoutmaster for Administration

The conference assistant Scoutmaster for administration should have the same qualities as the course director .

The responsibilities of the conference assistant Scoutmaster for administration include the following:

- Handling the administrative details of the conference
- In cooperation with the staff adviser and course director arranging for the purchase of equipment and supplies needed for the course.
- Ensuring that all printed materials for distribution are prepared and available.
- Participating in all staff training sessions.

Assistant Scoutmaster (s) -- Food Quartermasters

The conference Adult Food Quartermasters should have the same qualities as the course director .

The responsibilities of the conference Adult Food Quartermasters include the following:

- Arranging for the purchase of all food.
- Management of the commissary with help of youth quartermasters.
- In cooperation with the staff adviser and course director arranging for the purchase of equipment and supplies needed for the course.
- Participating in all staff training sessions.

Assistant Scoutmaster (s) -- Equipment Quartermasters

The conference Adult Equipment Quartermasters should have the same qualities as the course director .

The responsibilities of the conference Adult Equipment Quartermasters include the following:

- Arranging for the all equipment and supplies needed for the conference.
- Management of the quartermasters area with help of youth quartermasters.
- In cooperation with the staff adviser and course director arranging for the purchase of equipment and supplies needed for the course.

- Participating in all staff training sessions.

Assistant Scoutmaster (s) -- Medical Officer (s)

The conference Adult Medical officer should have the same qualities as the course director .

The responsibilities of the conference Adult Medical officers include the following:

- Arranging for the all medical equipment and supplies needed for the conference.
- Management of the medical first aid area.
- In cooperation with the staff adviser and course director arranging for a primary care facility with all required paper work.
- In cooperation with the staff adviser and course director arranging for the purchase of equipment and supplies needed for the course.
- Participating in all staff training sessions.

Senior Patrol Leader (s)

The senior patrol leader (s) should have served successfully as a troop senior patrol leader and have completed the council junior leader training conference (White Stag). It is desirable that he complete the National Junior Leader Instructor Camp, held each summer at Philmont Scout Ranch, before serving in this role.

The senior patrol leader's responsibilities include the following:

- Serving as the youth leader of the conference troop.
- Working closely with the troop guides to ensure their effectiveness in their staff assignments.
- Conducting the daily conference and troop assembly and patrol leaders' council meeting.
- Using the skill of effective teaching, teaching the assigned leadership skills.
- Conducting the model patrol leaders' council meeting, leading the patrol and troop initiative games and reflections, conducting troop meetings, and helping with the adventure trail and other assignments.
- Presiding at daily troop staff meetings as required.
- Participate at daily course executive staff meetings as required.
- Participating in staff training.

Assistant Senior Patrol Leader (s)

The assistant senior patrol leader should have all the qualifications of the senior patrol leader. Additionally, he should have above-average knowledge of Scoutcraft skills.

Responsibilities of the assistant senior patrol leader include the following:

- Working with youth staff members assigned to teach both leadership and Scoutcraft skills to ensure that all equipment and supplies are secured and that adequate preparation has been made for the skill presentations.
- Serving as coordinator of all troopwide activities including troop campfires, the adventure trail, and the outpost hike.
- Using the skill of effective teaching, teaching the assigned leadership skills.

Troop Instructors

The qualification for a troop instructor are the same as in the troop. The instructor should have the knowledge and ability to teach a variety of Scoutcraft skills, and have completed the council junior leader training conference (White Stag).

The troop instructor's responsibilities include the following:

- Working under the leadership of the troop's assistant senior patrol leader.
- Serving as a consultant to patrols and to the staff on Scoutcraft skills.
- Assisting with physical arrangements for troop campfires, troop assemblies, and troop meeting facilities.
- With the aid of the other troop instructors conduct the adventure trail and orientation trail skill presentations.
- Using the skill of effective teaching, providing instruction for all Scoutcraft skills and other assigned skill presentations.

Troop Guides

The position of the guide is similar to the troop guide position in the troop. He should have a good background in Scoutcraft skills, have successfully served as a troop guide, and have completed the council junior leader training conference.

The troop guide's responsibilities include the following:

- Relating directly to the patrol to which he is assigned; assuming the role of friend and big brother.
- Serving as advisor to each patrol leader to ensure success in his assignment.
- Using the skill of effective teaching, teaching the skills of knowing and using the resources of the group, understanding the needs and characteristics of the group, and one other as assigned leadership skill presentation.
- Carrying out a functional responsibility as assigned by the senior patrol leader.
- Assisting the assistant senior patrol leader as required.
- Conducting the Scoutcraft skill presentation and evaluating each participant on his presentation.
- Responsible for the evaluations of each participant. Present these evaluations for discussions and additional inputs at other staff meetings at troop staff meetings on Sunday, Tuesday and Friday nights.
- Participating in staff training.

Troop Quartermasters

The course quartermasters must have an eye for detail, an interest in neat and orderly procedures, and a strong sense of responsibility coupled with a desire to be helpful. Service as a troop quartermaster is beneficial.

The quartermaster's responsibilities include the following:

- Working closely with the assistant Scoutmaster responsible for the conference physical arrangements, food or equipment.
- Receiving, properly storing, preparing, and issuing all conference equipment and supplies.
- Receiving, properly storing, and issuing all food supplies.
- Operating the conference trading post.
- Using the skill of effective teaching, presenting the quartermasters station on the orientation trail, as well as our assigned leadership skill presentation.
- Participating in staff training.