



It starts with Scouts.

Tout commence
avec les Scouts.



3rd Ottawa Scout Group
470 Roosevelt Ave, Ottawa, ON
K2A 1Z6 Canada

<http://thirdottawa.com>

registrar@thirdottawa.com

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Quartermaster Scouter

GOAL: Inventory, maintain and acquire adventure equipment, materials and systems necessary for the indoor and outdoor adventures of the 3rd Ottawa youth. Manage an 'evergreen' program to ensure equipment is of a quality and state of repair and safety appropriate to the Scouting experience for youth of the 3rd Ottawa.

Role:

- Inventory and maintain (or arrange for maintenance) the 3rd Ottawa store of camping, adventure, sport and play equipment. This includes specific items such as Cub Car / Scout Truck tracks, Scout sleds (Klondike days), Cub Chuckwagon, and other items.
- Replenish, repair, or replace inventory as acquired, working with the Treasurer and Fundraising Scouters to build an annual budget that matches the needs of the Group Sections.
- Regular communication with the Section Scouters to determine Section requirements for equipment, including adventure gear
- Inventory supplies required for badgework in all sections, including Outdoor Adventure Skills progressive badges.
- Ensure sufficient storage and access to the equipment for youth and Scouters
- Issue equipment to Sections for use, and ensures that it is returned in good condition.
- Any other activities that add to the ease of use of equipment and material by the Scouters & youth of the 3rd Ottawa.

Skills / Deliverables:

- Knowledge of inventory control methods, procedures and practices;
- Strong knowledge of general office and financial policies and procedures
- Able to communicate clearly both verbally and in writing
- Ease with simple mathematical calculations and spreadsheets
- Comfortable maintaining files and records

Approximate Volunteer Time: 5-8 hours per month (average)

Tim Welch
Group Commissioner