



It starts with Scouts.

Tout commence
avec les Scouts.



3rd Ottawa Scout Group
470 Roosevelt Ave, Ottawa, ON
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Nov 2022

Volunteer Coordination & Development

GOAL: Ensure all Scouters in the 3rd Ottawa are fully onboarded and have up-to-date training and security screening.

Role:

- Onboard new Scouters to the 3rd Ottawa
- Help Scouters through the initial training and development plans
- Ensure all training & mandatory requirements are completed in a timely fashion
- Regularly review all section scouters for key requirements that are renewable (e.g. First Aid training, CoC, Respect training, other elements)
- Identify new training requirements from Scouters & the Group
 - o Knot tying, campcraft, PADI/boating, canoeing, and more
- Work closely with Group Resourcing role to ensure a good volunteer experience
- Flag budget requirements to treasurer e.g. First aid courses, Respect

Skills / Deliverables:

- Persuasive, strong communicator, engages easily with people
Leverage the New Scouter Welcome Kit
- Communicate with Section Scouters to determine volunteer requirements
- Regular reviews with volunteers to determine how they are doing and what else interests them
- Report activities regularly to the Group Committee
- Make clear to the volunteer the benefits of training / certification required
- Background / career in HR a plus
- Application support – MyScouts, [Scoutstracker](#)

Approximate volunteer time: 2-3 hours per week

Tim Welch
Group Commissioner