**Available Adult Leader Position Descriptions**

**Advancement Chair (Recorder 1 and 2):**

Divide up responsibilities as desired in order to cover advancement chair recording duties for each meeting. Record advancement into TroopMasterWeb on computer. Arrange troop boards of review. Time commitment for Recorders: together cover all meetings, dividing up responsibility so each is covering half of the meetings.

**Advancement Chair (Awards)**:

Order awards based on achievements on TroopMasterWeb, organize the awards and be present at the Court of Honor. Time commitment: 8 hours every three months.

**Turkey Roast Chair**:

Plan food, purchase food, supervise food prep, roast turkey (whole or legs), store food and serve food. Possibly change plan to do roast and feast on same day. Assistant provides additional help to Chair.

**Outdoor Activity Leader for Individual Activity:**

For the particular activity, research trip, get required park permits, make BSA Tour and Activity Plan. Send out trip info, packing list and permission slip out 2-3 weeks in advance. Do gear check, arrange cars and go on trip. Record reimbursable expenses.

**Recharter Representative:**

Once a year, update members of the troop on Internet Rechartering tool. Print summary of costs for new charter.

**NNM District Roundtable:**

Attend meetings on 2nd Tuesday of month. If can’t attend, be responsible for finding a representative. Meetings alternate between Los Alamos townsite and White Rock. Time commitment: 2 hrs/month.

**District Kondike Derby:**

Annual cold-weather scout skills competition. Gear is carried by sled. Cold-weather camping as well. Be the adult leader for this trip.

**Wolf Creek:**

Stay at Pagosa and ski. Be the adult leader for this trip.

**Camporee:**

Be adult leader for Camporee at Gorham. Get information from council on the Camporee event to scouts, packing lists, permission slips, etc. Collect fees and submit signup sheet. Go on trip.

**Fall and Spring Food Drive:**

Arrange teams (of two adults and two scouts) for vehicle pickup of food in neighborhoods in the morning of the food drive (will be assigned an area and given a map) and drop off at Knights of Columbus. Ensure scout coverage of food sorting at Knights of Columbus during the afternoon of the food drive. Ensure safety of scouts during sorting.

**Summer Camp Coordinator:**

Get info on summer camp to scouts. Make sure they are signed up for badges, get t-shirts, collect registration, arrange tent signups. Make sure all have medical forms in and permission slips. Arrange carpools, adult leader coverage, packing list, trip permit. Attend camp, ensure scout safety at camp. Keep records of reimbursable expenses.