

# 1<sup>ST</sup> BEAUFORT SCOUT GROUP

## Volunteer Positions Vacant

**Support developing young people to lead towards a better world.**

There are many ways you can help our district youth. You don't have to be a leader, you can support the committee or use your love of a hobby to teach our youth new skills. **Scouts Victoria provides education and face to face training to support you in developing the skills required to fill these positions.** Contact us at [gl.1stbeaufort@scoutsvictoria.com.au](mailto:gl.1stbeaufort@scoutsvictoria.com.au) or [dc.ballarat@scoutsvictoria.com.au](mailto:dc.ballarat@scoutsvictoria.com.au) to see how spending time today develops the better world for tomorrow.

### Become an Adult Supporter

#### Committee positions that help our youth

Position	Description
Secretary	<p>The Secretary is an elected position of the 1st Beaufort Scout Group committee to:</p> <ul style="list-style-type: none"><li>• Attend committee monthly meetings to record the minutes for the 1st Beaufort Scout Group committee meetings.</li><li>• Send letters of appreciation when required.</li><li>• Manage correspondence.</li></ul> <p>Estimated average time is 2-3 hours per month</p>
Treasurer	<p>The Treasurer is an elected position of the 1st Beaufort Scout Group committee to:</p> <ul style="list-style-type: none"><li>• Manage the groups finances with the committee and Group Leader</li><li>• Invoicing of members for annual fees</li><li>• Paying the bills for the group</li><li>• Manage access to the groups bank accounts with the Group Leader</li><li>• Attend committee monthly meetings to report on current finances and approve how the group raises and spends money.</li></ul> <p>Estimated time is 3-4 hours average per month</p>

Registrar	<p>The Registrar is an elected position of the 1st Beaufort Scout Group committee to</p> <ul style="list-style-type: none"> <li>• Managing new enquires for come and try nights through <ul style="list-style-type: none"> <li>• Contacting enquires to thank them for the enquiry</li> <li>• Send Welcome letters to explain the group, Youth enquiry form to gather details for the leaders.</li> <li>• Coordinating with the section leaders on the best nights to do come and try</li> <li>• Coordinating with the Committee Parent Engagement representative to have the parents welcomed on the nights they arrive.</li> </ul> </li> <li>• Uses the Scouts Victoria <b>Extranet</b> to register new members who wish to join after their come and try nights</li> <li>• Provides to the Secretary, for Committee meetings, <b>Extranet</b> reports on current section numbers and registration enquires.</li> <li>• Supports the Treasurer and Group leader with Annual Census Registration as needed.</li> <li>• Attend committee bi-monthly meetings to report on current finances and approve how the group raises and spends money.</li> </ul> <p>Estimated time is 4-5 hours average per month</p>
Fundraising Co-Ordinator	<p>The Fundraiser is an elected position of the 1st Beaufort Scout Group committee to:</p> <ul style="list-style-type: none"> <li>• Support the Group financially through organising and running fundraisers with parents.</li> <li>• Talking to local businesses about how they can support Scouting with donations.</li> <li>• Attend committee monthly meetings to agree on fundraising Activities</li> </ul> <p>Estimated time is 2-3 hours per month</p>
Maintenance	<p>The Maintenance is an elected position of the 1st Beaufort Scout Group committee to:</p> <ul style="list-style-type: none"> <li>• Manage the hall Maintenance.</li> <li>• Working with parents on a roster to mow the lawns.</li> <li>• Organising trades to fix things as they break.</li> <li>• Attend committee monthly meetings to agree on priority of maintenance items</li> </ul> <p>Estimated time is 4-5 hours per month</p>
Quarter Master	<p>The Quarter Master is a nominated position of the 1st Beaufort Scout Group committee to:</p> <ul style="list-style-type: none"> <li>• Manage the hall equipment that is used by the sections (Joeys, Cubs, Scouts and Venturers).</li> <li>• Co-ordinates with the Group leader to understand needs of the sections and also fixing of equipment.</li> <li>• Organises fixing of equipment and purchasing of new equipment as approved by the committee.</li> <li>• Attend committee monthly meetings to report on equipment purchases and maintenance.</li> </ul> <p>Estimated time is 4-5 hours per month</p>

General Committee  
Member

If you would like to help but not sure how, you're welcome to come along to our next committee meeting and see how. We are meeting monthly for 60 – 90 mins.

- **Parent Engagement** – by Section (Joeys, Cubs, Scouts, Venturers)
  - This role can be filled by any member of the committee
  - Welcomes new parents who's children come and try scouting
  - Is the link between the section parents and the committee
  - Can have meetings with the Parents of the section that they support to seek new committee members, leaders and support for up-and-coming events such as fundraising, like a Bunnings BBQ Roster.

## Become a Leader

Learn new skills and use them to teach our youth to create a better world.

Position	Description
Group Leader	<p>Group Leaders are our local group managers. They support the Group's Section Leaders who are at the forefront of delivering the youth program. Also, Group Leaders manage the Group's Support committee who support the Group's youth program and resources. Interpersonal skills are important in this role as they need to work with Leaders, Parents, Committee and other community groups in supporting our section leaders who run the programs.</p> <p>This position reports to the District Commissioner of Ballarat District and is supported by an experienced District Leader specifically for group leader develop.</p> <p>Expected minimum time required is 2-3 hours per week, however you will find that the more you put into it the more you will get out of Scouting</p>
Joey Leader	<p>Joey Leaders run our program for the <a href="#">Joey section</a>. 5yr – 7yr. They gather ideas from the Joeys to create a weekly program that is fun, engaging and helps the Joeys grow. At this age the leader creates the program with ideas from the Joeys on what they want to do. They also encourage the Joeys to run things like games or small activities as part of their learning to lead.</p> <p>Scouts Victoria provides <a href="#">training</a> in how to be a Joey leader, you will have the support from our experienced district and regional Joey leaders and the support of the 1st Beaufort Leader in charge.</p> <p>This position reports to the Group Leader.</p> <p>Expected minimum time required is 2-3 hours per week, however you will find that the more you put into it the more you will get out of Scouting</p>

Cub Leader	<p>Cub Leaders run our program for the <a href="#">Cub section</a>. 7yr – 11yr. They work with Cubs to create a weekly program that is fun, engaging and helps the Cubs grow. At this age the leader creates the program by working with Cubs to see what they want to do. They also encourage the older cubs to run some activities as part of their learning to lead.</p> <p>Scouts Victoria provides <a href="#">training</a> in how to be a Cub leader; you will have the support from our experienced district and regional Cub leaders and the support of the 1st Beaufort Leader in charge.</p> <p>This position reports to the Group Leader.</p> <p>Expected minimum time required is 3-4 hours per week, however you will find that the more you put into it the more you will get out of Scouting</p>
Scout Leader	<p>Scout Leaders run our program for the <a href="#">Scout section</a>. 11yr – 15yr. They work with Scouts to create a weekly program that is fun, engaging and helps the scouts grow. At this age the leader works with the older scouts to create the program that considers the interests of all the Scouts. They also encourage the Scouts to run most of the nightly program, especially the older scouts who plan and run activities outside the hall, to teach all levels of leadership.</p> <p>Scouts Victoria provides <a href="#">training</a> in how to be a Scout leader, you will have the support from our experienced district and regional Scout leaders and the support of the 1st Beaufort Leader in charge.</p> <p>This position reports to the Group Leader.</p> <p>Expected minimum time required is 4-5 hours per week, however you will find that the more you put into it the more you will get out of Scouting</p>

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.