

## Quality Unit Executive Job Position

Since 1910, Scouting has helped mold the future leaders of this country by combining educational activities and lifelong values with fun. The Boy Scouts of America believes and understands that helping youth puts us on a path towards a more conscientious, responsible, and productive society.

Today's professional Scouters are a diverse group of men and women sharing a dynamic career offering independence, achievement, and stability. This is work that makes a difference, work that calls one to continual learning and challenge, work that offers solid compensation, benefits and advancement.

### **The Quality Unit Executive selected will:**

- Coordinate the Unit Leader Selection Process – Teach unit committees the BSA - approved process to select effective unit leaders. Ensure that trained, two-deep leadership is in place for all key leadership roles and ensure that the best adults are recruited as Den Leaders. Teach techniques to improve parental involvement.
- Coordinate Unit Leader Training – Ensure that 100% of Direct Contact Leaders complete their basic training. Promote District training courses and directly conduct training as needed for committees & individual leaders.
- Help Pack Committees Develop an Annual Calendar and Budget –Work with committees to ensure that an annual calendar and budget is developed by August of each year and provide committees with tools to improve ongoing communications with parents.
- Coordinate Membership Recruitment & Retention – Assist with spring and fall youth recruitment activities; conduct youth talks at schools; attend unit Open Houses for new members; and teach unit leaders how to run effective School Nights. Coordinate Webelos to Scout transition. Implement a web based meeting attendance system, and coordinate unit leaders' follow up on youth who miss meetings.
- Camp Promotion – Promote fall and spring Family Camping for Packs as well a summer Day Camp &Resident Camping for all Scouts. Ensure that a camp promotion night is held for every assigned unit and summer camp leadership is recruited by January of each year. Coordinate BALOO training to prepare unit leaders for Pack campouts.
- Advancement –Ensure that the Scout Advancement Program is being utilized during weekly den meetings. Instruct committees on the proper use of advancement tracking software (ScoutBook) and ensure that youth are recognized for advancement at Pack Meetings.
- Unit Fundraising – Assist units in the proper procedures and techniques to conduct their Scout Popcorn Sale. Ensure that each unit holds an effective unit popcorn sale kick off, in which youth are encouraged to “pay their own way” through Scouting. Ensure that units utilize individual Scout accounts, so a portion of all fundraisers help youth pay their camp fees. Ensure that parents receive the annual budget and are told a “fair share” goal for each Scout.

- Have a willingness and ability to devote long and irregular hours to achieve council and district objectives.

**Desired Skills:**

- Strong marketing, fund-raising and program development background is highly desired.
- Non-profit, fundraising or sales experience is a plus.
- Must be comfortable with public speaking and interacting with diverse audiences. Excellent people skills, enthusiastic, punctual, responsible and creative.
- Self-motivated individual with solid time management skills and strong organizational skills in management, budgeting, and planning.
- Committed to personal and professional productivity, while maintaining high ethical and professional working standards.

**Requirements:**

- Must be willing to accept and meet the Boy Scout of America's leadership and membership standards and subscribe to the Scout Oath and Law.
- Attained 21 years of age or older unless prohibited by any applicable law.
- Ability to work varied hours when necessary, evening activities and weekend work is frequently required to achieve positive objectives.
- Ability to travel for training.
- A Scouting background is helpful but not required for employment.
- Offers for employment are subject to criminal, reference and motor vehicle background checks.

**Compensation:**

All councils are equal opportunity employers. In addition to offering a competitive salary, Professional Scouting offers benefits to include major medical, prescription coverage, dental, vision, life-insurance, long-term disability, accidental death, a retirement plan, plus compensation for authorized and approved business-related expenses to include mileage reimbursement. We also offer PTO and holiday observances.

Please send resume and cover letter to:

Diane Lariar, District Director for Lehigh District

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