



Scouts Canada  
White Pine Council  
Central Ontario Service Center  
10 Kodiak Cres. Unit 120  
Toronto, ON, M3G 3G5

**Deputy Council Commissioner -On-boarding**  
**White Pine Council**  
VOLUNTEER POSITION DESCRIPTION

**Accountable To:** Council Commissioner

**Term:** Appointed annually by the Council Commissioner.

The DCC On-Boarding shall not serve more than three (3) one year renewable terms consecutively.

**Time required:** 10 to 15 hours per month (on average); potential of 2 - 3 weekends per year.

**Scope of Position:**

The mandate of the DCC On-boarding is to ensure that:

1. Works with volunteers and staff to build an efficient team and process for fully on boarding new Scouters including all checks, interviews, training and approvals, within 90 days throughout the Council. Turn a negative culture of resistance to a positive culture of quick on boarding for personal, youth, and volunteer gains.
2. Establish a PRC tracking system for new volunteers and maintain the system as a part of the on boarding process
3. Communicate to all members the wealth of opportunities available in WPC for leadership growth

**Responsibilities:**

1. Apply the "Key 2" concept and collaborate with their equivalent colleague on the Council Youth Network where possible
2. Actively participate as a member of the Council Leadership Team
3. Examine and gain an understanding of the full on-boarding process for new Scouters, including:
  - a) Police Record Checks with Vulnerable Sector Screening
  - b) Scouter Interviews
  - c) RESPECT training
  - d) All mandatory Scouting training
4. Establishes regular communication, training, coaching and setting policies and procedures with Area registrars
5. Builds a plan for effectively and efficiently on-boarding new Scouters, that can be followed by Groups and Areas easily and quickly
6. Support / troubleshooting MyScouts with Area Registrars
7. Begin to build a culture of "fast tracking on-boarding" of Scouters by employing the 30-60-90 matrix

8. In concert with other DCCs, ACs, train Area and Group resources to on-board new Scouters
9. Highlight procedural gaps or hurdles, document, and provide to CLT and National levels at Scouts Canada
10. Identify trends and report on progress of council readiness and remedy roadblocks
11. Identifies service and support required from the Council/National levels, including the identification of systemic issues or low value added activities
12. Assists with Council wide communication directed to Area Commissioners and their teams
13. Identifies, proposes and provides active sponsorship for projects to enhance volunteer support within the Council.
14. Serves as a "talent scout" seeking out and encouraging individuals to consider future roles within WPC to further their own leadership development
15. Communicates on a regular and timely basis with the Council Commissioner and other Council stakeholders; reports all progress and difficulties encountered

**Qualifications:**

1. Excellent communication skills
2. Has proven ability to inspire confidence, team effort and leadership in others
3. A keen desire to help drive membership growth and retention
4. Demonstrated leadership, management, motivation, and decision making skills
5. Demonstrated commitment to customer-oriented service delivery
6. Effective interpersonal skills and an ability to motivate others
7. Extensive knowledge of Scouts Canada's volunteer development and training principles
8. Has a wide network of contacts both within and outside Scouts Canada
9. Extensive knowledge of current training approaches and methods
10. Upbeat and positive attitude that will encourage a climate favorable for growth and retention
11. Extensive knowledge of Scouts Canada's core youth programs and Mission
12. Familiarity with MyScouts
13. Highly organized and procedurally focused (project managers are ideal)
14. Human Resources management skills and/or experience an asset
15. Has excellent people and time management skills.
16. Demonstrated commitment to social inclusiveness
17. Knowledge of volunteer demographics and the challenges facing Scouts Canada's volunteers
18. Completed Wood Badge Part II for one or more program sections
19. Commit to undertake further personal development related to the role of Deputy Council Commissioner within one year
20. Registered as a member of Scouts Canada in good standing

**To Apply for this Position:**

Please email [randie.jacobs@scouts.ca](mailto:randie.jacobs@scouts.ca) with a resume and a CV subject line "White Pine Council Deputy Council Commissioner - On-boarding Application" by June 23, 2017.