

Governance and Youth Safety

- Maintains volunteer records to ensure all leaders have background checks and completed Youth Protection Training
- Reviews criminal background reports, contacts applicants with errors, and assists leaders throughout training
- Issues insurance to protect our volunteers, charter organizations, staff members, and properties
- Supports incident reporting to ensure our Scouts and volunteers are safe

Memberships & Relationships

- Assists with youth and adult applications
- Reviews and processes financial support and campership requests
- Reviews and processes Eagle Scout advancement records and notifies unit leaders when complete
- Plans, develops, produces, and distributes recruiting and membership resources
- Offers training seminars, like the Annual Growth Conference, which includes materials and program development by staff
- Membership recruitment support through advanced technology i.e. Heat maps
- Supports unit membership and recruitment efforts with printed and digital resources and ads
- Shares information through the Council's newsletters, website, and social media accounts
- Trains district volunteers on the communication platforms funded by the Council for their use
- Publishes stories about the accomplishments of Scouts and units on weownadventure.com

Program and Unit Service

- Provides professional District Executives for each District
- Invests in training for professional Scouting staff to provide high-quality support to our units
- Counsels and provides guidance and resources to all Scouting units
- Provides professional staff for all Cub Scout Day Camps
- Processes applications and provides Certificates of Insurance (COI) for required events and when requested by units
- Plans and supports local district events like Camporees, Day Camps, and special events to complement unit programs
- Provides the event registration system
- Purchases supplies for local events and training programs
- Identifies and rents locations for training programs
- Processes and presents District and Council recognition awards for Scouts and volunteers
- Plans and implements council events
- Sponsors crews to BSA National High Adventure bases

Finance Support

- Raises funds to support all the work of the Council
- Processes invoices, reimbursements, and payments for all Scouting program expenses
- Manages all contracts and facility rentals for units to support popcorn sale
- Provides staff to support all areas of popcorn sales and distribution
- Supports all administrative needs including printing, postage, IT systems and support, audio visual equipment, local council website online collaboration tools, and email marketing platform.