



PREPARED ESPECIALLY FOR:
FOR THE POSITION OF:

Staff Advisor (Professional Staffer)

(name)

(event name)

RESPONSIBLE TO

Committee Chair, Scouts, Scouters and Scout
Executive

KEY MEETINGS

Event Planning Meetings
Event

POSITION CONCEPT:

The Staff Advisor is responsible for assisting and advising the Chair and the committee in hosting and marketing an event.

REQUIREMENTS

- Hired personnel from Council Office with valid, required training

PRINCIPAL RESPONSIBILITIES:

1. Attend regular Event Committee Meetings
2. Assist Chairperson with budget creation and compliance
3. Oversee all purchases, obtain purchase orders, Scout Shop transfers, online orders and other large purchases
4. Approve and assist coordination of in-house printing request
5. Reserve Council facilities and events and meetings
6. Provide registration access and assist with event creation
7. Provide assistance and guidance to committee and participants
8. Provide assistance in marketing and update website with information on committee
9. Be available during the event to assist with the committee with solving onsite problems, processing payments, handling other sensitive information, recording information on any incidents that occur
10. Meet with Event Lead and Staff Advisor and follow National and Council budgeting, safety and NCAP standards and regulations.