

UNIT TRAINER COORDINATOR GUIDELINES

RECRUITING TECHNIQUES

UNIT TRAINER POSITION DESCRIPTION

INFORMATION ON ALL TRAINING PATHS

NECESSARY FORMS



June 2002

RECRUITING UNIT TRAINERS

THE PROCESS

Unit trainers are, or can be, recruited by the chartered organization or the unit committee chairperson. The District Training Chairperson may also be a resource for the unit to help identify the right person to assume this critical role. Review any written materials or videotapes that will guide you if you are not secure in your abilities to recruit. Leaders. *Selecting Quality Leaders* is a good resource.

The committee chairperson then makes a list of the adults in the unit or other known people who could fill this position. Include in the information gathered what the people do for a living, their hobbies, affiliations, or any other information that allows good people to be considered.

Rank the prospects. Do not hesitate to get other people's input to do this task. Be sure that if a name is on your list works in other areas of Scouting that you clear the name with the appropriate person to be sure you do not interfere with or even worse, over burden a person.

Make up a simple script to allow an introductory call to be made to the top prospect(s) to introduce the fact you want to meet with them.

A simple script might be as follows, "Hi Mr./Mrs. _____, this is Mr./Mrs. _____ with Pack/Troop/Crew number _____. I have taken a lot of time in evaluating people to fill our unit training position, and I would like to set a time and place where we could meet and spend 15 minutes to discuss this opportunity." If the person wants additional information at that time, keep the information limited to the concept, not the position duties. This might include saying "The opportunity is one to join with the committee to insure each adult leader has and completes a training growth path. Everyone understands how important training is, and I have great respect for your abilities and would like to talk in depth with you in person as to how you could fill this roll."

Set the time and place and be there on time and be prepared to make a solid presentation. People want to be associated with success, so look and act successful! Present the following:

- Opening comments. Thank them for their time! Cover the phone conversation and add that you are meeting to talk about something important to the youth of your unit.
- Give the person a short history of yourself, the unit, and ask the person for a short history of them-selves. If you know them well, you can skip the deeper detail of this step.
- Use the position description and training path information included with this package to explain the position.
- Describe the position as you see it for your unit.
- Finish the conversation asking for questions. Be prepared to answer anything and expect to overcome objections. To overcome objections, be honest. If your leaders are trained this will not be a time consuming position. But, if there are many untrained leaders the coordination and information giving could be several hours per person to get them on the right course.

Also, you will need the adult leader membership application that is enclosed (or available from your local Scout office) that the new recruit will need to fill out when they agree to do the position. The position code for the unit trainer is "TR". In addition, there is a Blue Card Stock form enclosed (or available from the District Training Chairperson) that needs to be filled out at the same time. The Blue Card will allow special mailings and information to be made available to your unit trainer that would not be readily available otherwise. Both forms need to be turned in to your local Scout Office immediately.

UNIT TRAINING COORDINATOR

POSITION RESPONSIBILITIES

Each unit is to have an adult responsible for the coordination of training for every adult member of the unit. This position is a member of the unit committee. The coordinator is recruited by, and is responsible to the unit committee chair.

Training leaders is a key element in the success of every Scout unit. It begins with Fast Start, progresses to basic training, supplemental training and finally Wood Badge (advanced) training. Troop and crew unit training coordinators also can offer youth training.

The following are the responsibilities of this position:

- Have a working knowledge of the training plan for your area of Scouting. The training plan for each area is detailed on the following pages. Basically, this includes orientation (all parents), Fast Start, basic, supplemental and advanced training programs.
- Work with the committee chair and unit committee to determine and implement a training program for every adult in the unit.
- Coordinate and provide orientation, Fast Start, Youth Protection, New Leader Essentials and Troop Committee Challenge (for Boy Scout Troops) training for new or existing adult leaders through the unit committee.
- Promote leaders' attendance at basic training, supplemental and advanced training, monthly roundtables, Pow Wows and the University of Scouting to meet individual training plan.
- Develop a library of current books/videos to set up a program for training adults.
- Communicate and coordinate training activities with the District Training Chairperson and participate in district training activities as needed.
- Record training attainment for individual leaders and keep unit records as well as providing the District Training Chairperson and the local Council office with the same information.
- Encourage leaders to complete the requirements for the appropriate training award for their position and facilitate recognition at Roundtable or at the appropriate unit meetings.
- After being Fast Start, basic trained for you position and attending the Training Development Conference, work with the District Training Chairperson to present training at the unit level.
- Encourage people to seek training at the regional and national level.
- Report to the unit committee monthly at the committee meeting the progress of training unit leaders.

TRAINING PATH FOR ALL SCOUTING AREAS

CUB SCOUTS

Cub Scout Leaders are trained when they have completed orientation and Basic Leader training shown below for their registered position. *If a person changes position and they have not taken the specific session training for that position, they are no longer basic trained.* They must complete the Leader Specific session for their new position to be basic trained.

- **Orientation.** For any parent/family member in the program.
 - **Fast Start.** For everyone, and is available on the Council Web site or on videotape.
- **Basic Leader Training.** Has two components after being Fast Start trained:
 - **New Leader Essentials.** This is a 90-minute training that provides basic program information for all Scouting areas.
 - **Leader Specific.** There are five separate leader specific sessions,
 1. Tiger Cub Den Leaders, 2 hours and 35 minutes long.
 2. Cub Scout Den Leaders, 2 hours and 40 minutes long.
 3. Webelos Den Leader, 2 hours and 55 minutes long.
 4. Cubmaster and Assistant Cubmasters, 2 hours and 40 minutes long.
 5. Pack Committee members, 2 hours and 40 minutes long.
- **Supplemental Training.**
 - **BALOO.** Training for planning and execution of all outdoor Cub Scout activities.
 - **Outdoor Webelos Leader (OWL).** Provides the outdoor skills to take Webelos camping.
 - **Unit Leadership Enhancements.** Discussion sessions held at the monthly Pack meeting.
 - **Introduction to Outdoor Leader Skills.** Hands-on outdoor camping skills training.
 - **Pow Wow.** Annual event held the 1st Saturday of November for all leaders.
 - **University of Scouting.** Annual event held in January for all areas of Scouting.
 - **Roundtables.** Roundtables are a monthly program event to gain leader skills.
 - **National Conferences.** Held at the Florida Sea base or at Philmont Scout Ranch.
 - **Youth Protection.** Guidelines for protecting the people in the Scouting program.
 - **Health and Safety.** Training to understand safety and health concerns at Scouting events.
- **Advanced Training.**
 - **Wood Badge.** A two-weekend or weeklong course that gives adults advanced leadership skills to give a more dedicated involvement in Scouting.

BOY SCOUTS

A Scoutmaster or Assistant Scoutmaster is considered to be trained after completing New Leader Essentials, Scoutmaster or Assistant Scoutmaster Leader Specific training and Introduction to Outdoor Leader skills. A troop committee member is trained after completing the New Leader Essentials and the Troop Committee Challenge.

- **Fast Start.** For every adult or leader. Use as a motivator to get their Basic Training.
- **Basic Leader Training.** Has two components:
 - **New Leader Essentials.** A 90-minute training giving a basic overview of the Boy Scout program.
 - **Leader Specific.** Provide a good working knowledge of Troop operations and programs. If a person changes position to one they have not taken the session specific to their position, they are no longer basic trained. They must complete the new Leader Specific session to be trained.
 1. **Scoutmaster and Assistant Scoutmaster.** Three sessions of 2 hours and 30-minutes each and **Introduction to Out-door Leader Skills.** (See description below.)
 2. **Troop Committee Members.** Complete the **Troop Committee Challenge Training** (a 3 hour session) that is designed to help committee members understand their role.

- **Supplemental Training.**
 - **Introduction to Outdoor Leader Skills.** Hands-on outdoor camping skills training.
 - **University of Scouting.** Annual event held in January for all areas of Scouting.
 - **Roundtables.** Roundtables are a monthly program event to gain leader skills.
 - **National Conferences.** Held at the Florida Sea base or at Philmont Scout Ranch.
 - **Health and Safety.** Training to understand safety and health concerns at Scouting events.
 - **Youth Protection.** Guidelines for protecting the people in the Scouting program.

Advanced Training.

- **Wood Badge.** A two-weekend or weeklong course that gives adults advanced leadership skills to give a more dedicated involvement in Scouting.

VARSIITY

Definition of a trained Varsity Leader is to have completed Fast Start and all three sessions of the Varsity Scout Leaders Fundamentals.

Fast Start. For every adult leader or parent and is used as a motivator to get their Basic Training.

- **Basic Leader Training** Has two components after being Fast Start trained:

- **New Leader Essentials.** This is a 90-minute training that provides basic program information for all Scouting areas.

- **Varsity Specific.** Consists of 3 sessions.

- Part 1 - What is Varsity Scouting?
- Part 2 - Varsity Scout Program.
- Part 3 – Introduction to Out-door Leader Skills.

- **Supplemental Training.**
 - **Health and Safety.** Training to understand safety and health concerns at Scouting events.
 - **Youth Protection.** Guidelines for protecting the people in the Scouting program.
- **Advanced Training.**
 - **Wood Badge.** A two-weekend or weeklong course that gives adults advanced leadership skills, allowing a more dedicated involvement in Scouting.

VENTURING

Definition of a trained Venturing Leader is to have completed Fast Start, New Leader Essentials and Venturing Leader Specific training.

- **Fast Start.** For every adult leader or parent and is used as a motivator to get their Basic Training.
- **Basic Leader Training**
 - **New Leader Essentials.** This is a 90-minute training that provides a basic over view to the entire Scouting program.
 - **Leader Specific.** There are five separate sessions in a daylong course to learn how to lead a crew.
- **Supplemental Training.**
 - **Roundtables.** Roundtables are a monthly program event to gain leader skills.
 - **National Conferences.** Held at the Florida Sea base or at Philmont Scout Ranch.
 - **Sea Badge.** Advanced weeklong training conference for Sea Scouting leaders that is held on a regional basis.
 - **Youth Protection.** Guidelines for protecting the people in the Scouting program.
 - **Health and Safety.** Training to understand safety and health concerns at Scouting events.
- 3. **Advanced Training.**
 - **Wood Badge.** A two-weekend or weeklong course that gives adults advanced leadership skills to give a more dedicated involvement in Scouting.

Questions concerning unit trainers can be directed to your District Training Chairperson. Your District training Chairpersons contact information is available on the Council Web Site.

UNIT TRAINING COORDINATOR

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