



**It starts with Scouts.**

**Tout commence  
avec les Scouts.**

**Scouts Canada  
Conseil Battlefields**

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## **Volunteer Position – Deputy Area Commissioner**

Scouts Canada—Hamilton Wentworth Area is seeking nominations for the position of Deputy Area Commissioner. This is a volunteer position that requires 16-20 hours per month on average.

Hamilton Wentworth Area is comprised of communities within the region of Hamilton Wentworth and surrounding areas including the communities of Ancaster, Dundas, Stoney Creek, Binbrook and Aldershot. The Area Commissioner (a registered member of Scouts Canada) is the recognized point of contact on issues of programme evaluation and support. The successful candidate is expected to be committed to the Scouts Canada Scouting Now Action Plan. <http://scoutingnow.ca/>

Working closely with the Area Commissioner, Area Youth Commissioner and the Council Field Executive and a team of volunteers, the Deputy Area Commissioner is responsible for supporting more than 27 Scouting groups who serve almost 1250 youth every year.

The focus of this job is making connections with people, motivating and inspiring them to achieve results. Poise and an engaging, empathetic communication style based on natural warmth and enthusiasm is the key to achieving the goals of this job.

While the job requires strong initiative and self-direction, results are only achieved with and through people. A sincere appreciation for people and how they are each uniquely motivated is essential. The job requires a high degree of "selling", whether of ideas and policies within Scouting, or products or services in the community.

With our focus on the Scouting Now Action plan, the Area expects to be fast paced and results oriented. While there is urgency to goal achievement, responsibility for the achievement of results needs to be shared and effectively delegated. If we are going to grow Scouting, we will all need to learn new ways to do things and the Commissioner is the leader enlisting support by using a "selling" rather than "telling" communication style.

The job has variety of tasks and is dynamic and changing. Because goals and desired results can quickly change, the job requires regularly meeting and pro-actively establishing relationships with new groups and establishing an Area leadership Team.

The ability to understand, quickly react and motivate others to adapt to the changing organization environment is a critical key to success.



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In general, the core of this position requires a motivated and motivating team builder and organization developer.

The Area Commissioner will also be dedicated to self development through taking the appropriate training courses for the role, as well as regularly attending Battlefields Council Leadership Team meetings.

Other qualifications/Skills/Experience:

- Effective written and oral communication skills
- Strong soft skills and demonstrated conflict resolution abilities
- Proven organizational skills
- Skilled record keeper with financial and administrative expertise
- Proficient with computer technology such as word processing and email
- Willing and able to meet the needs of the youth and volunteers within Hamilton Wentworth with the necessary time commitment and a flexible schedule
- Prior Scouting experience would be an asset

Applicants are to fill out and submit the "Scouts Canada - Battlefields Council Nomination/Application Form", resume, scouting profile, and cover letter.

Nominations close January 31, 2012 at 5:00 PM local time.

If selected for interview, candidates must be available in-person beginning to mid February.

Attachments:

Area Service Team Member - Volunteer Position Description  
Scouts Canada Battlefields Council Nomination/Application Form

## **AREA SERVICE SCOUTER VOLUNTEER POSITION DESCRIPTION**

Accountable to: Area Commissioner

Term: Appointed annually by the Area Commissioner.

Time required: 15 to 20 hours per month

Scope of Position: The recognized primary point of contact for all issues of servicing, Group support and program delivery.

### Responsibilities:

- Ensure the delivery of Scouts Canada's programs in accordance with its Mission and Principles, which meet Scouts Canada's Program Standards and are in keeping with the goals and ideals of the Partner/Sponsor.
- Work with the Area Team Members to provide direct support to Section leaders.
- Participate in recruiting, orienting, coaching, mentoring, training and evaluation of Section leaders and committee members.
- Be the primary source of contact for Scouters at the Group level, and as such provide accurate and timely information and support on all Scouting events, programs, procedures, and policy changes and ensure that the information gets to the appropriate persons.
- Communicate regularly with the Area Commissioner and report all progress and difficulties encountered in the Groups.
- Encourage the development of sound relationships between the Groups, and Area.
- Identify the development/training needs of the Groups.
- Ensure that adult volunteers are recognized for their contributions, through either the Honours and Awards program or some other form of recognition.
- Encourage leaders to attend Area Scouters' Club.
- Assist the Group in completing the annual Group registration process.
- Guide and assist the Groups in the goal setting process, developing action plans, and risk management.
- Perform other duties as assigned by their Commissioner.

### Qualifications:

The ideal candidate will have:

Demonstrated skills in:

- communications
- team player
- time management
- problem solving and decision making
- conflict resolution
- planning

## **Area Service Scouter Volunteer Position Description, Page 2**

Demonstrated knowledge of:

- Scouting's Mission
- *By-law, Policies and Procedures*
- servicing standards and operations
- Scouts Canada's Program Standards
- volunteer development and training
- availability of program resources
- Scouting's seven programs.

**Scouts Canada - Battlefields Council  
Nomination/Application Form**

**POSITION:**

**DEPUTY AREA COMMISSIONER – HAMILTON WENTWORTH AREA**

**NAME OF  
NOMINEE/APPLICANT:**

**ADDRESS:**

**CITY/POSTAL CODE:**

**EMAIL ADDRESS:**

**HOME PHONE:**

**WORK PHONE:**

**CURRENT ROLE IN  
SCOUTING:**

**GROUP/AREA:**

In a couple of sentences, tell us about the nominee/applicant – family, community involvement, work experience.

What does the nominee think are the two most important issues facing youth today?

What does the nominee think are the two most important issues facing Scouting today?

The Nominee/Applicant has reviewed the Area Commissioner Volunteer Position Description and the ScoutingNow Action Plan and is agreeing to be considered for the role of Council Commissioner:

\_\_\_\_\_  
Signature of Nominee/Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of person Nominating Candidate (if applicable)

\_\_\_\_\_  
Date

**This nomination/applicant form must be submitted by e-mail to [dmaw@scouts.ca](mailto:dmaw@scouts.ca) or mailed to Scouts Canada Southwestern Ontario Administrative Centre, 531 Windermere Road, London, Ontario, N5X 2T1.**