



**ROLE DESCRIPTION**  
**State Commissioner – Cub Scouts**

<b>Title</b>	State Commissioner – Cub Scouts
<b>Reports to</b>	Assistant Chief Commissioner – Program
<b>Direct Reports</b>	Assistant State Commissioner – Cub Scouts Cub Scout Commissioners – Regions State Leader – Program Support Specialists – Cub Scouts
<b>Measurement</b>	Unit program quality; member participation and retention

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

The State Commissioner –Cub Scouts will share in the Chief Commissioner’s leadership focus, leading the State Cub Scout Council in its support for Cub Scout Units in Groups to deliver an awesome youth program. That’s a youth program that’s adventurous, fun, challenging and inclusive, that keeps young people coming back!

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

**State Cub Scout Council**

The State Commissioner – Cub Scouts will lead the State Cub Scout Council, a team of volunteers supporting Cub Scouting within Regions and will include Cub Scout Commissioners, State Leaders, Project Leaders and others as deemed appropriate.

The State Commissioner will also work with the broader Program Team, marshalling efforts across sections to build the tools to support the entire youth program.



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**PRIMARY RESPONSIBILITIES**

**1. Supporting Units**

Work with the Cub Scout Commissioners – Regions and District Leader – Cub Scouts to systematically:

- Understand and know what is happening at the Cub Scout Unit level
- Monitor and track program delivery, engagement and member retention at Unit level
- Provide proactive early intervention and direct support

**2. Driving Unit program quality while making program easier to deliver**

Work with the Cub Scout Commissioners – Regions and District Leader – Cub Scouts to support Units in delivering a quality program that engages young people and meets their developmental needs which encourages full participation. This includes support for:

- delivering an adventurous, challenging, fun and inclusive program
- facilitating progress in Achievement Pathways for Cub Scouts, encouraging participation across all elements
- developing and facilitating effective Cub Scout Unit Councils
- the implementation of youth leading adult supporting
- using digital tools to manage and support the program

**3. Development and retention**

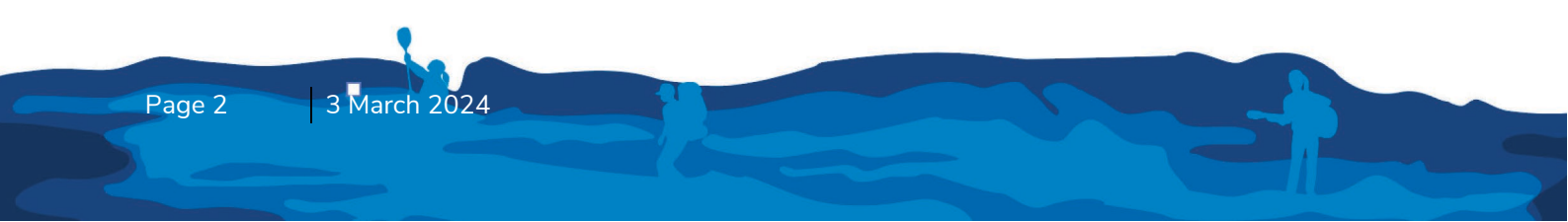
With the State Cub Scout Council:

- Work across sections to develop shared approaches to retention at linking ages ensuring that all youth members have the opportunity to seamlessly move through the sections and have the opportunity to fully engage in the program.
- Establish new Cubs Scout Units (in partnership with local District leadership) and explore different models for delivery
- Contribute to external promotion campaigns relevant to the Cub age-range

**4. Supporting Youth Program Leaders**

With the State Cub Scout Council:

- Develop and deliver induction regularly for new Assistant Cub Scout Leaders to help quickly orient them to available resources and understand Cub Scout-specific program offerings.
- Develop the skills and capacity of leaders to deliver the program within the Section, as part of their continuous development.



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**5. Leading a leadership team**

- Hold regular and purposeful meetings of the State Cub Scout Council
- Mentor members of the State Cub Scout Council and facilitate their training for the role
- Carry out timely Individual Adult Volunteer Planning with members of the State Cub Scout Council.
- Drive any change in culture, practices and attitudes needed to support Scouts Victoria's strategic priorities and meet the needs of young people.
- Manage the budget of the Cub Scout Section.

**6. Connections across Scouting**

- Communicate Cub Scout activities and resources to the Scouting community
- Be a member and regular attendee of the State Program Team, contributing to shared projects (this may include recruiting Cub Scout section experts to contribute to Project Patrols as needed).
- Be part of the selection process for Assistant State Commissioner - Cub Scouts, Cub Commissioner- Region, State Leaders – Cub Scouts and Project Leaders - Cub Scouts where appropriate.
- Work collaboratively with the Major Events portfolio to ensure that major activities for Cubs are age-relevant, well-supported by adults, and informed by youth voice.
- Contribute expertise and effort towards any State retention plans, including through the strategic priority of making program delivery easier for Units.
- Work collaboratively with the State Leadership Team, liaising with the Assistant Chief Commissioner – Program on relevant youth issues
- Other duties as required by the Chief Commissioner Scouts Victoria

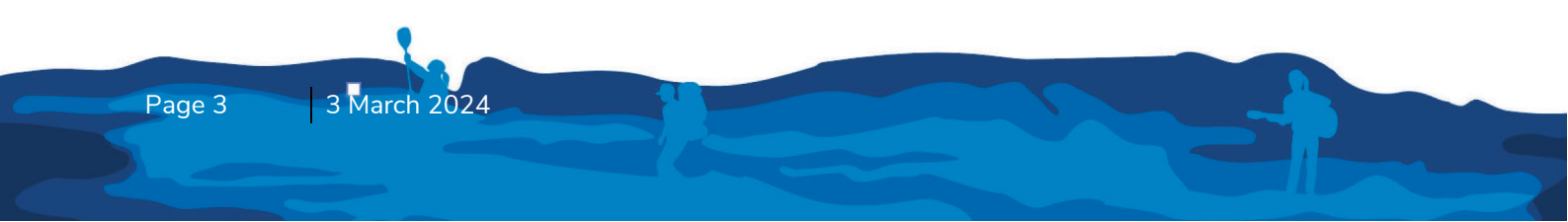
**ATTITUDE, SKILLS and KNOWLEDGE REQUIRED**

**Attitude**

1. Be enthusiastic with a strong commitment to Scouting principles, the importance of the Scout method, and currency in the program
2. Value diversity in its many forms and use it to build the strength of teams
3. Walk the talk on delivering customer service excellence, understanding that local Scouting is what we're here to support
4. Believe in the power of youth involvement in delivering and supporting their program.
5. Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

**Skills**

1. Personal knowledge of and active experience working with the Cub age-group





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2. Have a track record of building effective and inclusive teams in Scouting or externally
3. Be able to include young people meaningfully in making decisions that affect them
4. Have planning, monitoring and delegation skills
5. Be able to coach and mentor team members in a way that is empowering while also meeting performance standards, including having courageous conversations
6. Demonstrate risk management, work health and safety (WHS), Scoutsafe and Child Safety skills
7. Maintain confidentiality

**Knowledge**

1. Have an understanding of Adult membership and training requirements.
2. Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations
3. Have an understanding of different program delivery contexts in Victoria, including challenges and opportunities in rural and regional Victoria
4. Have completed Wood Badge level training as a Youth Program Leader
5. Have completed Program Support Leader training to Wood Badge level or be willing to complete this within twelve months.

