



25th Australian Jamboree – AJ2019 | Western Australia Contingent

POSITION DESCRIPTION – JAMBOREE TROOP LEADER

Position: Jamboree Troop Leader (JTL)

Direct reports: Assistant Jamboree Troop Leader – Logistics
Assistant Jamboree Troop Leader – Welfare
Assistant Jamboree Troop Leader – Activities
Assistant Jamboree Troop Leader – Administration
Scout with Additional Needs Carer (if approved and appointed)

Reports to: Contingent Leader

PRIMARY RESPONSIBILITIES

- Lead a team of Leaders, Youth and other volunteers to operate a highly successful Jamboree Troop using a variety of skills and knowledge.
- Lead, coordinate and deliver a standing camp over a ten-day period, including all planning and development of a constructive team environment empowering youth.
- Participate in contingent meetings, sub camp meetings and ensure that Jamboree Troop meetings (Troop Council) are conducted before, during and after Jamboree.
- Travel to and from the Jamboree with the Western Australia Contingent.
- Ensure the completion of duties outlined in the “Specific Duties” section of this Position Description.
- Previous experience as a Jamboree Line Leader would be advantageous, although this does not preclude potential candidates from this position.

ATTITUDE

- Embody the Youth Led, Adult Supported mindset.
- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout Method in your role.
- Hands on leader that enthuses others and leads by example.
- Enthusiasm and commitment towards the importance of activities and the out in Scouting.
- Be inclusive in leadership style encouraging teams to excel and empowering youth to participate.
- Have availability and commitment to the time required to deliver the specific duties outlined in this role description.
- Strategic thinker with an ability to articulate visions, strategies and plans.
- Ability to develop sound administrative processes to support strategic direction.

✉ admin.aj2019@scoutswa.com.au

🌐 www.aj2019.scoutswa.com.au

f @AJ2019.WA

SKILLS

- Be able to lead, communicate with and motivate youth members, adult Leaders and volunteers using a variety of methods.
- Demonstrate planning and delegation skills.
- Demonstrate risk management, work health and safety (WHS) and ScoutSafe.
- Maintain confidentiality with sensitive and personal information.

KNOWLEDGE

- Hold a Woodbadge in the Scout Section or Certificate of Advanced Leadership – Scouts.
- Have a sound knowledge and strong commitment to the purpose, objectives and philosophy of the Scout Movement, its policies and procedures.

SPECIFIC DUTIES

- Attend monthly Jamboree Troop Leader briefings from July 2018 till February 2019, or arrange for an Assistant Jamboree Troop Leader to attend on your behalf.
- Attend the Western Australia Contingent Leader Orientation Day in August 2018.
- Attend the Western Australia Patrol Leader Training Day in October 2018.
- Be prepared to manage a team of cooperating leaders who will work together for the prime benefit of the youth members' Jamboree experience.
- Make written contact (and personal contact where practical) within a week of your appointment with your assigned Line Leaders and the "home Troop" Scout leaders.
- As soon as practical, contact the Scouts to introduce yourself, your team and to establish the Jamboree Troop spirit.
- Make a concerted effort to build rapport with all leaders in the Troop before having meetings with parents and scouts.
- Through discussion with your Line Leaders, negotiate the allocation of roles – Activities, Welfare, Administration and Logistics.
- Arrange a series (at least three) of Jamboree Troop meetings/activities between August and December 2018, and include parents at some of these.
- Through discussion with your Line Leaders, the "home Troop" Leaders of the Scouts and the Scouts themselves, select and appoint the Patrol Leaders and Assistant Patrol Leaders for your Troop and the composition of the Patrols. Where the Troop consists of male and female membership, the Patrols shall have mixed membership.
- Organise the design of a badge for your Jamboree Troop in line with arrangements put in place by the Western Australia Contingent.
- Arrange between the home Troops involved, the provision of the equipment required for a ten-day standing camp, additional to any items that may be issued by the Western Australia Contingent and Jamboree Executive Committee.
- Organise your Jamboree Troop to attend the Western Australia Pre-Jamboree Camp, where you will test out gear, layout, roles and responsibilities.
- Be prepared to pack your equipment for transport to the Jamboree site on 2 December 2018, and in the crates provided by the Western Australia Contingent.
- Travel to and from the Jamboree with your Jamboree Troop and Line Leaders, by the travel arrangements put into place by the Western Australia Contingent.

SPECIFIC DUTIES

- Upon arrival at the Troop site, supervise and assist with the erection and establishment of the Troop campsite to ensure the safe, comfortable and enjoyable operation of the Troop and its members for the period of the Jamboree.
- Through the implementation of the Patrol System and the regular conduct of Troop Council meetings with Patrol Leaders, ensure a high standard of camping and hygiene is maintained.
- Establish a spirit of teamwork amongst Line Leaders, other Leaders, Patrol Leaders and Scouts.
- Systematically organise and delegate duties and the preparation of Duty Rosters to ensure that the workload and pleasures are fairly and appropriately shared.
- Develop a roster that ensures all the leaders have at least two days time off during the Jamboree, provides for a daily Duty Leader responsible for overseeing daily Troop operations, and ensures at least one Adult Leader is always present on your Troop site.
- Appoint a Duty Leader each day who is responsible for overseeing Troop operations such as food collection, laundry, and cooking, and assisting the Duty Patrol as required.
- Be cooperative and extend courtesy to fellow Leaders, liaison personnel and neighbouring Troop Leaders. If difficulties or differences arise which cannot be amicably adjusted, refer to Western Australia Contingent personnel as appropriate.
- Liaise closely with Western Australia Contingent Welfare Leaders when appropriate, and advise Contingent Leader, or Deputy, immediately following any serious incident (contact with parents or outside agencies in all emergency situations is the responsibility of the Contingent Leader).
- In mixed Troops, establish separate and sufficiently private arrangements for accommodation of male and female personnel under your charge.
- Make arrangements for a suitable and impressive gateway to your Troop site.
- Establish a system so that you know where all Troop members under your charge are, what they are supposed to be doing, and when they are due back.
- Establish a system to supervise the correct storage and administration of any / all medications as appropriate.
- Establish a system to ensure the security at all times – of your site, of general property, and of valuables.
- Maintain records as per Scouts WA policies and procedures, and make these available for daily collection by the Contingent Welfare Leaders.
- Ensure strict adherence by all Leaders to the rule that no alcohol will be consumed in the Troop lines or any other part of the Jamboree except where provided for. Similarly, smoking will be restricted to a limited number of areas on the Jamboree site.
- Attend meetings for Jamboree Troop Leaders at Contingent Headquarters as requested.
- Ensure that an Adult Leader from your Troop visits Contingent Headquarters each day, for the purpose of collecting information, lost property, and mail; and to deliver news items of interest to the Contingent staff for inclusion in the Western Australia Contingent newsletter.
- Encourage all Scouts to participate fully in the Jamboree Program.
- Assist with the packing and unpacking duties necessary before and after the Jamboree.
- Through your own example, promote, enhance and protect the good image and past records of Western Australian Contingents.
- Make sure you have some “time out” and come and enjoy the Leader Relaxation Zone at the Western Australia Contingent Headquarters.
- Other duties as requested by the Western Australia Contingent Leader or Deputy Contingent Leader.