



STAFF JOB DESCRIPTIONS – NE-II-159



Scoutmaster

Prior to the Course:

- Serve as Course Director.
- Request authorization to hold a Wood Badge course from the Northeast Region office.
- Develop a planning calendar and budget for the course.
- Attend the Wood Badge Course Director Conference and complete the Course Director's Pledge.
- Submit all required reports to the Northeast Region office.
- Recruit staff representing all Scouting programs.
- Create and distribute a letter of invitation to the course and an acknowledgement package.
- Promote the course and recruit three to five participants.
- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Complete the Wood Badge Pre-Course Assignment – Twenty (20) questions that all participants are asked to complete and bring with them at the start of the course.
- Prepare a staff ticket for this Wood Badge course.
- Serve as staff counselor to all staff.
- Actively participate in all staff development sessions and oversee the development of the staff.
- Work with the Senior Patrol Leader on the daily Patrol Leaders' Council meeting agendas.
- Assign participants to patrols.
- Make final staff assignments, based on individual performances during staff development.
- Prepare presentations and program features as assigned.
- Develop a personal schedule for the two-weekend six-day course.
- Conduct a 360-Degree Self-Assessment prior to the start of this course. A minimum of three fellow staff members need be included in the assessment.
- Make a personal commitment to be thoroughly prepared and to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills.
- Set the tone for spirit, fun, proper uniform, etc.
- Oversee the delivery of the course.
- Deliver presentations and program features as assigned.
- Counsel staff and participants on preparation of tickets as necessary. **Note:** Troop Guides will serve as primary counselors for all patrol members in the patrol to which they are assigned.
- Attend Patrol Leaders' Council meetings.
- Participate in daily staff meetings to ensure all course material is properly covered.
- Develop plans for post-course follow up, including post-course meeting.
- On Course Day 6, complete a staff evaluation/assessment of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Oversee the 90-day post-course meeting.
- Track ticket completions and Wood Badge recognitions.
- Prepare and submit all required reports.



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Course Advisor

Prior to the Course:

- Assist the Scoutmaster in developing a planning calendar and budget for the course.
- Review all required reports prior to their submittal to the Northeast Region office.
- Advise the Scoutmaster on the recruiting of staff representing all Scouting programs.
- Promote the course and recruit three to five participants.
- Provide advice and counsel during staff development.
- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Serve as staff counselor to the Scoutmaster.
- Review the Scoutmaster's assessment that the staff is thoroughly prepared to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills.
- Set the tone for spirit, fun, proper uniform, etc.
- Assist the Scoutmaster in overseeing the delivery of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Assist with planning for the 90-day post-course meeting.
- Review all required reports prior to their submittal.



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Professional Staff Advisor

Prior to the Course:

- Work with the Scoutmaster in developing a planning calendar and budget for the course.
- Serve as the liaison to the Northeast Region office.
- Review all required reports prior to their submittal to the Northeast Region office.
- Advise the Scoutmaster on the recruiting of staff representing all Scouting programs.
- Provide coordination of all communications and course promotion with other local councils.
- Work with the Council Training Committee Chairman to review and approve staff recommendations.
- Assure that all correspondence and course support are dealt with in a timely fashion by the Service Center staff.
- Oversee the processing of all orders to the National Supply Division.
- Provide advice and counsel during staff development.
- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Review the Scoutmaster's assessment that the staff is thoroughly prepared to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills.
- Set the tone for spirit, fun, proper uniform, etc.
- Assist the Scoutmaster in overseeing the delivery of the course.
- Serve as the final authority for all BSA policy issues.

After the course:

- Serve as a Ticket Counselor as assigned.
- Ensure that the training records of all participants are updated and maintained, including those for out-of-council participants.
- Review and approve all required reports prior to their submittal.



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Assistant Scoutmaster – Program

Prior to the Course:

- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Complete the Wood Badge Pre-Course Assignment – Twenty (20) questions that all participants are asked to complete and bring with them at the start of the course.
- Prepare a staff ticket for this Wood Badge course.
- Promote the course and recruit three to five participants.
- Serve as staff counselor to the Scribe and Assistant Scribe.
- Prepare staff development schedules and actively participate in all staff development sessions.
- Assist the ASM (Troop Guides) in establishing a development schedule for troop guides.
- Work with the Scoutmaster to assign responsibilities for all troop-level presentations.
- Set up staff mailboxes.
- Provide a staff logbook for staff assessment and comments during staff development and the course.
- Provide editorial support for the daily Gilwell Gazette, during staff development and the course.
- Develop a complete list of program handouts for the course:
 - Consult with other staff
 - See that needed program handouts are made.
- Plan and prepare staff for opening day:
 - Gilwell assembly;
 - Troop meeting;
 - Opening luncheon; and
 - Instructional campfire.
- Assist the Scoutmaster in assigning participants to patrols.
- Prepare presentations and program features as assigned.
- Develop a personal schedule for the two-weekend six-day course.
- Conduct a 360-Degree Self-Assessment prior to the start of this course. A minimum of three fellow staff members need be included in the assessment.
- Make a personal commitment to be thoroughly prepared and to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills.
- Set the tone for spirit, fun, proper uniform, etc.
- Oversee setup on opening day: registration, fees, medical recheck, handout material, etc.
- Serve as the Cubmaster on Day 1 of the course.
- Deliver presentations and program features as assigned.
- Counsel participants on preparation of tickets as necessary. **Note:** Troop Guides will serve as primary counselors for all patrol members in the patrol to which they are assigned.
- Make arrangements for all presentations to be evaluated and documented.
- Provide a troop logbook for comments by the participants.
- Serve as an advisor to the Program Patrol.
- Attend Patrol Leaders' Council meetings as a resource.
- Conduct daily staff meetings to ensure all course material is properly covered.
- Have handouts ready where and when needed.



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- Maintain staff mailboxes.
- Plan and coordinate the participation of youth during Course Days 4 and 5.
- Assist the ASM (Physical Arrangements) with planning and arrangements for setup of the model campsite.
- Determine what post course follow-up is needed and make recommendations on post-course meeting and agenda.
- Prepare participant envelopes for distribution on the last day of the course, with the help of the Scribe and Assistant Scribe.
- On Course Day 6 complete a staff evaluation/assessment of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Inventory and return all program materials to the Course Director.
- Develop the agenda and assignments for, and attend the 90-day post-course meeting.



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Assistant Scoutmaster – Physical Arrangements

Prior to the Course:

- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Complete the Wood Badge Pre-Course Assignment – Twenty (20) questions that all participants are asked to complete and bring with them at the start of the course.
- Prepare a staff ticket for this Wood Badge course.
- Promote the course and recruit three to five participants.
- Actively participate in all staff development sessions.
- Serve as a staff counselor to the Quartermaster and Assistant Quartermaster(s).
- Secure all equipment (flags, Kudu horn, patrol boxes, rocket launcher, etc.) with help from the Quartermaster and other staff members.
- Be sure all needed Quartermaster supplies, troop materials and participant materials are ordered and on hand.
- Provide Quartermaster with sources of items for Trading Post.
- Work with the Quartermaster to obtain needed items as donations (Scrounge List).
- Oversee the physical arrangements for staff development sessions:
 - Work with the Quartermaster and the head of the Commissary staff to ensure that appropriate menus are used and food is purchased, and that a cooking crew is available;
 - Work with the Camp Ranger to ensure that tent sites (or other lodging), shower facilities, and meeting rooms needed are available and in good order;
 - See that staff physical needs are met (including any special dietary or religious needs); and
 - See that presentation equipment is available (computer, PC projector, overhead projector, easels, sound system, printer, copier, paper, etc.).
- Arrange for a staff conservation project in camp.
- Arrange for a camp conservation project on Course Day 5 for participants and staff.
- Oversee physical arrangements for the opening luncheon.
- Arrange for tent sites (or other special-needs housing) for the participants on opening weekend.
- Arrange for a Medical Resource Person and make sure that appropriate first aid supplies are available.
- Develop contingency plans for relocating outdoor activities in the event of inclement weather.
- Develop plans and be responsible for transporting staff/participants needing assistance to course locations.
- Plan patrol sites for outdoor experience weekend (second course weekend).
- Set up Gilwell Field for the first and second weekends.
- Plan and set up staff dinners with the help of the ASM (Program) and the Course Director:
 - Friday night before first weekend course; and
 - Sunday, Day 5.
- Prepare presentations and program features as assigned.
- Develop a personal schedule for the two-weekend six-day course.
- Conduct a 360-Degree Self-Assessment prior to the start of this course. A minimum of three fellow staff members need be included in the assessment.
- Make a personal commitment to be thoroughly prepared and to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!



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During the Course:

- Set a good example of the application of all leadership skills.
- Set the tone for spirit, fun, proper uniform, etc.
- Oversee the physical arrangements for both course weekends:
 - Work with the Quartermaster and the head of the Commissary staff to ensure that appropriate menus are used and food is purchased, and that a cooking crew is available;
 - Work with the Camp Ranger to ensure that tent sites (or other lodging), shower facilities, and meeting rooms are available and in good order;
 - See that participant and staff physical needs are met (including any special dietary or religious needs); and
 - See that presentation equipment is available (computer, PC projector, overhead projector, easels, sound system, printer, copier, paper, etc.).
- Handle staff and participant parking.
- Have all equipment items ready for participants on opening day:
 - Notebooks, numerals, flags, etc.
- Prepare flags and materials for Gilwell field assemblies each morning.
- Serve as an advisor to the Service Patrol.
- Work with other staff to ensure that presentation areas are properly set up for all sessions.
- Deliver presentations and program features as assigned.
- Counsel participants on preparation of tickets as necessary. **Note:** Troop Guides will serve as primary counselors for all patrol members in the patrol to which they are assigned.
- Arrange for the location and set-up of the staff instructional campfire on Course Day 1.
- Assign the participant campfire location for Course Day 4.
- Plan and arrange for the setup of the model campsite with the help of the ASM (Program).
- Coordinate the camp conservation project on Course Day 5.
- Provide physical arrangements and coordination of the staff banquet on Course Day 5.
- Attend Patrol Leaders' Council meetings as a resource.
- On Course Day 6, complete a staff evaluation/assessment of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Inventory and return all equipment to the Course Director.
- Make physical arrangements for, and attend the 90-day post-course meeting.
- Work with Quartermaster and Commissary staff on post-course meeting lunch and breaks.



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Assistant Scoutmaster – Troop Guides

Prior to the Course:

- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Complete the Wood Badge Pre-Course Assignment – Twenty (20) questions that all participants are asked to complete and bring with them at the start of the course.
- Prepare a staff ticket for this Wood Badge course.
- Promote the course and recruit three to five participants.
- Actively participate in all staff development sessions.
- Promote participant recruiting by the Troop Guides.
- Be a leader of the Troop Guides and be ready to counsel them on the challenges they will confront.
- Prepare the Troop Guides, with the assistance of the ASM (Program):
 - Establish a development schedule specifically for the Troop Guides;
 - Provide for adequate rehearsal of all presentations, with feedback;
 - Be a backup presenter for all Troop Guide presentations; and
 - Develop team spirit among the troop guides:
 - Design staff shirt and course hat, mug, and patch.
 - Create unique and enthusiastic cheers, and songs.
 - Develop the Troop Guides as a team who will help each other during the course.
- Coordinate the assignment, preparation, and presentation of staff exhibits.
- Develop an attitude of service (with a smile) in each Troop Guide.
- Prepare the Troop Guides to direct the patrols through the daily assessment of the patrol done at breakfast each day of the course.
- Assist the Scoutmaster in assigning the Troop Guides to patrols.
- Prepare presentations and program features as assigned.
- Develop a personal schedule for the two-weekend six-day course.
- Conduct a 360-Degree Self-Assessment prior to the start of this course. A minimum of three fellow staff members need be included in the assessment.
- Make a personal commitment to be thoroughly prepared and to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills.
- Set the tone for spirit, fun, proper uniform, etc.
- Deliver presentations and program features as assigned.
- Counsel participants on preparation of tickets as necessary. **Note:** Troop Guides will serve as primary counselors for all patrol members in the patrol to which they are assigned.
- Monitor and evaluate all patrol and troop presentations done by the Troop Guides.
- See that the Troop Guides set the tone for spirit, singing, fun, proper uniform, attitude, etc.
- See that the Troop Guides are on time for all meetings.
- Serve as a backup for each Troop Guide.
- Represent the Troop Guides at Patrol Leaders' Council meetings.
- See that Troop Guides are monitoring the ticket-writing progress for each member of the patrol to which they are assigned.



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- Have the Troop Guides see that the daily patrol assessment is being completed each morning at breakfast.
- Conduct meetings with the troop guides as needed:
 - To determine progress of patrols;
 - To check on problems;
 - To report on information covered at Patrol Leaders' Council meetings; and
 - To communicate any schedule changes.
- See that the Troop Guides prepare their assignments for:
 - Staff exhibit;
 - Den Chief on opening day;
 - Troop meeting assignments:
 - Pre-opening: Day 1
 - Skills instruction: Days 1, 2, 3
 - Patrol meeting: Days 1, 2
 - Interpatrol Activity: Days 2, 3
 - Patrol meeting on Day 1;
 - The Who Me Game;
 - Leadership Skills presentations: Listening to Learn, Communication, and Managing Conflict;
 - Problem Solving Round-Robin (with youth participants); and
 - Diversity Card Game.
- Reinforce spirit among Troop Guides and watch for problems.
- On Course Day 6, complete a staff evaluation/assessment of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Attend the 90-day post-course meeting.



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Senior Patrol Leader

Prior to the Course:

- Serve as Back-Up Course Director.
- Attend the Wood Badge Course Director Conference.
- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Complete the Wood Badge Pre-Course Assignment – Twenty (20) questions that all participants are asked to complete and bring with them at the start of the course.
- Prepare a staff ticket for this Wood Badge course.
- Promote the course and recruit three to five participants.
- Actively participate in all staff development sessions.
- Prepare an agenda for all Patrol Leaders' Council meetings and assemblies.
- Select and prepare the Patrol Leaders' Council meeting area: this area can be indoors on the first weekend and should be outdoors on the second weekend. Coordinate with ASM (Physical Arrangements) in the event of inclement weather.
- Develop a schedule of assignments for the Program and Service patrols.
- Prepare Patrol Leader Notebooks to be distributed at the first Patrol Leaders' Council meeting, containing resource material and forms to be used by patrols/patrol leaders throughout the course.
- Prepare and serve as Master of Ceremonies for the opening campfire program – rehearse with staff.
Note: this campfire is instructional as well as fun.
- Lead the staff throughout the staff development process – lead by example and spirit!
- Serve as timekeeper for all staff development sessions.
- Prepare presentations and program features as assigned.
- Develop a personal schedule for the two-weekend six-day course.
- Conduct a 360-Degree Self-Assessment prior to the start of this course. A minimum of three fellow staff members need be included in the assessment.
- Make a personal commitment to be thoroughly prepared and to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills.
- Set the tone for spirit, fun, proper uniform, etc.
- Deliver presentations and program features as assigned.
- Counsel participants on preparation of tickets as necessary. **Note:** Troop Guides will serve as primary counselors for all patrol members in the patrol to which they are assigned.
- Lead all troop assemblies and meetings.
- Prepare assignments for and lead:
 - Opening assembly (Webelos-to-Scout crossover);
 - Gilwell Assemblies: Course Days 1-6;
 - Troop meetings: Course Days 1, 2, and 3;
 - Opening Luncheon; and
 - Patrol Leaders' Council meetings: Days 1-6
- Serve as Master of Ceremonies for the opening instructional campfire.
- Prepare and lead spirit-building activities among the staff and participants.



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- Serve as timekeeper and see that daily schedules are followed.
- On Course Day 6, complete a staff evaluation/assessment of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Attend the 90-day post-course meeting.



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Quartermaster

Prior to the Course:

- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Complete the Wood Badge Pre-Course Assignment – Twenty (20) questions that all participants are asked to complete and bring with them at the start of the course.
- Prepare a staff ticket for this Wood Badge course.
- Promote the course and recruit three to five participants.
- Actively participate in all staff development sessions.
- Serve as the course Chaplain:
 - Lead grace before all meals during staff development; and
 - Lead staff in conducting the Scout's Own Service during the last staff development session.
- With the ASM (Physical Arrangements) and the head of the Commissary staff, prepare appropriate menus and arrange for the purchase of food and staples for each staff development session and for the course.
- Prepare a staff meal schedule and duty roster for each staff development session.
- With the ASM (Physical Arrangements), secure all needed materials and equipment for the course:
 - Historic and patrol flags
 - Cooking equipment and other needs: pitchers, plates, cups, etc.;
 - Guest cutlery for patrol sites on second course weekend;
 - Presentation needs: computer, PC projector, overhead projector, easels, sound system, printer, copier, paper, etc.;
 - Rocket launcher, compressor, rocket materials; and
 - Materials for games and Problem Solving Round Robin.
- Administer the ordering, payment and distribution of uniform items for staff through the Service Center.
- Prepare for a Trading Post during the course and set up the necessary records.
- Handle all order forms for sale items.
- Contact sources for pins and other items for the Trading Post. Contact the Service Center for literature and other items that can be sold at Trading Post
 - Work with the ASM (Physical Arrangements) on sources of items for Trading Post;
 - Determine if consignments can be obtained for course; and
 - Make recommendations to the Course Director for the items that should be ordered.
- Prepare presentations and program features as assigned.
- Develop a personal schedule for the two-weekend six-day course.
- Conduct a 360-Degree Self-Assessment prior to the start of this course. A minimum of three fellow staff members need be included in the assessment.
- Make a personal commitment to be thoroughly prepared and to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills.
- Set the tone for spirit, fun, proper uniform, etc.



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- Deliver presentations and program features as assigned.
- Counsel participants on preparation of tickets as necessary. **Note:** Troop Guides will serve as primary counselors for all patrol members in the patrol to which they are assigned.
- Serve as advisor to the Patrol Chaplain Aides:
 - Lead staff to conduct the Scout's Own Service with instruction during the first course weekend;
 - Guide Patrol Chaplains to conduct the service during the second course weekend; and
 - Collect donations to the World Friendship Fund.
- Be alert for morale issues among participants and report to Course Director.
- Run Trading Post operations.
- Prepare a staff and participant meal schedule for each course weekend, including meal type, date and time, and expected head count.
- Work with the ASM (Physical Arrangements) and the head of Commissary staff to coordinate the purchase of any food and staples for the course weekends:
 - Work within the budget guideline for each course weekend;
 - Commissary staff will prepare all meals for the first course weekend; and
 - Commissary staff prepares staff breakfasts, Friday night cracker barrel, and closing luncheon on the second course weekend.
- Keep all receipts and prepare accounting for each weekend and share with the Course Director.
- Obtain a reimbursement check from the Service Center (through the Course Director) for each weekend's expenses.
- Attend Patrol Leaders' Council meetings to serve as a resource and listen for needs.
- Prepare to explain the food requirements for the second course weekend:
 - The Quartermaster will provide money to each patrol – they sign for it;
 - Patrols will purchase food for six weekend meals and two cracker barrels (Saturday lunch through Monday breakfast), including guests as assigned; and
 - Patrols will be required to keep all receipts and turn in with accounting for all expenses for the second course weekend. The receipts and accounting will be turned into the Quartermaster at the Day 4 Patrol Leaders' Council meeting.
- Request each patrol bring a desert to feed twelve for the closing luncheon.
- On Course Day 6, complete a staff evaluation/assessment of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Inventory all equipment and be sure all equipment is clean and properly stored away.
- Prepare a final report of all course expenses with receipts and submit it to the Course Director.
- Return all unsold consignment material to vendors.
- Close and balance all Trading Post books.
- Submit final report on Trading Post operations to Course Director.
- Work with ASM (Physical Arrangements) and Commissary staff on post-course meeting lunch and breaks.



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Scribe

Prior to the Course:

- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Complete the Wood Badge Pre-Course Assignment – Twenty (20) questions that all participants are asked to complete and bring with them at the start of the course.
- Prepare a staff ticket for this Wood Badge course.
- Promote the course and recruit three to five participants.
- Actively participate in all staff development sessions.
- Gather material/ articles that can be used in the Gilwell Gazette
 - Coordinate with ASM (Physical Arrangements) to acquire necessary equipment and supplies; and
 - Prepare a collection of inspirational Thoughts-For-The-Day.
- Publish a Gilwell Gazette at all staff development sessions:
 - Obtain schedule from the ASM (Program); and
 - Review with the ASM (Program) prior to each publication.
- Serve as Course Historian
 - Prepare minutes and action items for staff development sessions;
 - Work with other staff members to accumulate a photo history of the course; and
 - Prepare a course CD to include pictures and presentations for distribution or sale to all staff and participants.
- Prepare presentations and program features as assigned.
- Develop a personal schedule for the two-weekend six-day course.
- Conduct a 360-Degree Self-Assessment prior to the start of this course. A minimum of three fellow staff members need be included in the assessment.
- Make a personal commitment to be thoroughly prepared and to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills
- Set the tone for spirit, fun, proper uniform, etc.
- Deliver presentations and program features as assigned.
- Counsel participants on preparation of tickets as necessary. **Note:** Troop Guides will serve as primary counselors for all patrol members in the patrol to which they are assigned.
- Publish a Gilwell Gazette on all six days of the course:
 - Obtain the schedule from the ASM (Program);
 - Starting with Course Day 2, obtain articles from each patrol scribe (set a deadline for obtaining those articles to allow timely production of the Gilwell Gazette);
 - Obtain input/materials/pictures from staff members;
 - The Gilwell Gazette is distributed at registration on Course Day 1 and at breakfast on Days 2-6;
 - Review with the ASM (Program) prior to each publication; and
 - Make the Gazette fun to read and consistent with the vision, mission, and values of the Course.
- Coordinate a photograph session on Course Day 1 for patrols, troop, and staff.
- Collect orders and money for photographs to be delivered on the second weekend of the course.



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- Prepare and send invitations to the Course Day 6 closing luncheon. The names of special guests will be provided by the Course Director and Course Advisor.
- Assist the ASM (Program) with the preparation of participant envelopes for distribution at the closing Gilwell assembly.
- See that all donations are acknowledged with a letter or certificate of appreciation.
- On Course Day 6, complete a staff evaluation/assessment of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Provide a Course CD to the Course Director.
- Attend the 90-day post-course meeting.



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Troop Guides

Prior to the Course:

- Thoroughly read and understand all course materials.
- Be competent in and comfortable with all leadership skills.
- Complete the Wood Badge Pre-Course Assignment – Twenty (20) questions that all participants are asked to complete and bring with them at the start of the course.
- Prepare a staff ticket for this Wood Badge course.
- Promote the course and recruit three to five participants.
- Actively participate in all staff development sessions.
- Prepare and practice assignments, to the point of being interchangeable during an activity, for:
 - Staff exhibit;
 - Den Chief duties on opening day;
 - Troop meeting assignments:
 - Pre-opening on Course Day 1;
 - Skills instruction on Course Days 1, 2, and 3;
 - Patrol meeting on Course Days 1 and 2; and
 - Interpatrol Activity on Course Days 2 and 3.
 - Patrol meeting on Course Day 1;
 - The Who Me Game;
 - Leadership Skills presentations: Listening to Learn, Communication, and Managing Conflict;
 - Problem Solving Round-Robin (with youth participants); and
 - The Diversity Card Game.
- Prepare and practice opening campfire assignments.
- Prepare presentations and program features as assigned.
- Develop a personal schedule for the two-weekend six-day course.
- Conduct a 360-Degree Self-Assessment prior to the start of this course. A minimum of three fellow staff members need be included in the assessment.
- Make a personal commitment to be thoroughly prepared and to present the best Wood Badge course ever.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Set a good example of the application of all leadership skills – demonstrate these skills by consciously using them.
- Set the tone for spirit, fun, proper uniform, etc.
- Deliver presentations and program features as assigned.
- Counsel all patrol members in the patrol to which you are assigned on the preparation of their ticket. Guide/push each patrol member to meet objectives established for progress on ticket preparation.
Note: You are not a member of the patrol you are assigned to counsel.
- At a minimum conduct a daily review with each patrol member on his or her work. Find out what progress he/she has made on the ticket. Provide timely written feedback, as appropriate.
- Support the Course Director and staff in all decisions that may be made relative to the patrol to which you are assigned and its members.
- Support all staff by answering participants' questions about leadership skills presented by other staff members.



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- Be sensitive and alert for any participant having difficulty with any part of the course, and for the development of any personality clashes or unusual personal stress.
- Keep confidences that are shared with you.
- Provide coaching and/or counseling to each member of your assigned patrol, looking for ways to assist the participant; know the difference between coaching and counseling, and do both.
- Be sensitive both to group needs and to individual needs.
- “Withdraw” from the patrol at the right time to allow the patrol to develop on its own.
- Be physically present and always available to the patrol without being intrusive.
- Maintain perspective on the overall course; don’t get caught up in patrol or individual issues.
- Attend at least the first inter-session patrol meeting. Check on progress toward completed ticket.
- You should not need to attend the second inter-session patrol meeting. Progress on ticket should be checked with patrol members as necessary via phone, e-mail, or face-to-face. It is important that participants have a complete or near complete ticket when they return on the second weekend.
- Encourage the patrol to select a permanent Patrol Leader, whose primary responsibility will be to monitor the ticket completion progress of the patrol members, with a goal of 100% completion.
- Seek information and counsel from the ASM (Troop Guides).
- Participate in staff meetings; implement changes in pre-planned schedule as needed.
- On Course Day 6, complete a staff evaluation/assessment of the course.

After the course:

- Serve as a Ticket Counselor as assigned.
- Follow up as requested by the Course Director.
- Follow through to assure that each patrol member has a complete ticket and is working it.
- Attend the 90-day post-course meeting.
- Be available as a personal counselor and Scouting friend to members of the patrol you served on the course.



STAFF JOB DESCRIPTIONS – NE-11-159



Commissary Staff

Prior to the Course:

- With the ASM (Physical Arrangements) and the Quartermaster, prepare appropriate menus for each staff development session and for the course, and arrange for the purchase of food and staples for each staff development session.
- Follow the meal schedule prepared by the Quartermaster for each staff development session.
- Prepare, serve, and clean up after the following meals:
 - Lunch and breaks for staff development sessions 1 and 2; and
 - Friday cracker barrel through Sunday brunch for staff development sessions 3 and 4.
- Develop and maintain a positive spirit, and Have Fun!

During the Course:

- Follow the meal schedule prepared by the Quartermaster for each course weekend.
- Work with the ASM (Physical Arrangements) and the Quartermaster to coordinate the purchase of any food and staples for the course weekends.
- With the assistance of the ASM (Physical Arrangements) and the Quartermaster, work within the budget guideline for each course weekend.
- Give all receipts for each weekend to the Quartermaster for reimbursement.
- Commissary staff will prepare, serve, and clean up after the following meals:
 - Thursday cracker barrel through Monday afternoon break on the first course weekend; and
 - Thursday cracker barrel through Saturday breakfast, Sunday and Monday staff breakfasts, and the Monday closing luncheon on the second course weekend.

After the course:

- Serve as a Ticket Counselor as assigned.
- Work with ASM (Physical Arrangements) and Quartermaster on post-course meeting lunch and breaks.