

Job Description: Regional Team Coordinator: Scouting in Schools Program

Role Purpose

To lead, manage and coordinate the effective support of the Scout and Cub Scouting in Schools (SiS) Program in the Region in accordance with the SSA Constitution, Organisational Rules and Policies and the project MoU with Western Cape Sports Council

To represent the interests and views of the Scouting in Schools Program Team on the Regional Team.

Functions

1. Coordinate support of the Scouting in Schools Program in the Region
 - a. Participate in the Regional Scout or Cub Program Forums (RSPF/RCPF)
 - b. Monitor the progress (advancement, interest and involvement) of Scouts and Intern Leaders on the Job Skills and SiS programs.
 - c. Attend Regional and SiS events
2. Manage Regional SiS events and activities
 - a. Coordinate, monitor and report on all SiS program activities to the Regional Commissioner and Regional Support Team
 - b. Manage budgets for said events (travel, material development, promotional activities, equipment)
3. Lead the Regional Scouting in Schools Cub and Scout Program direct reports to deliver the SiS program to youth and intern leaders in the Region
 - a. Oversee the administration of the Scouting in Schools project, budgets and MoU commitments to the After School Game Changer team as agreed.
4. Monitor training & assessment standards
 - a. Support the training & assessment processes for the SiS Intern Leaders program
 - b. Monitor Star Troop / Patrol evaluations and provide assistance and guidance where necessary.
5. Perform a support, supervisory and leadership role to the SiS program
 - a. Mentor, monitor and manage the Intern Leaders in the region.
 - b. Interpret and apply SSA policy and directives related to SiS.
6. Perform / implement any project / task / assignment as required by the Regional Commissioner or National office.
7. Undergo an annual Personal Development Review with the Regional Commissioner.

Accountability & Reporting Structure

Applicable Policies to the Role: All SSA Policies apply to the role

Report to: The Regional Commissioner

Peers: Regional Support Team members, Scout and Cub Program coordinators.

Manages: Regional Scouting in Schools: Cub Program coordinator and Regional Scouting in Schools Scout Program Coordinator

Supports: Intern Leaders, Host Group SGL's

Delegated Power:

Period of Warrant:

5 years renewable for 3 and then 2 years. Thereafter the warrant cannot be renewed for the role.

Appointment Procedure

Process as described in the Adult Support Policy

Other Agreed Tasks

As agreed with the direct report the candidate will also be responsible for: