



Membership Aide Job Description

Summary:

Scouting Colorado strives to make Scouting available to all youth that want to participate. In the Denver Metro area, we are seeking to ensure all youth get invited to participate and that new volunteers have resources and training available to help Scouts have the best experience they can. This position seeks to help administer resources, training, and more to guarantee programs continue to grow.

Position Description:

Membership Aides are responsible for assisting at Sign Up for Scouting Nights, delivering training resources to units, and partnering with new unit volunteers to establish successful practices in new Packs, youth age 5-11.

Position Requirements and Responsibilities:

- Register with Scouting America.
- Complete the mandatory Safeguarding Youth Training.
- Develop and maintain good working relationships with new Scout Parents and Volunteers.
- Meet regularly with the Membership Director to confirm priorities, successes, and more.
- Strive to ensure that every youth has been invited to join Scouting and has the opportunity to learn more about our programs.
- Attend Unit meetings to deliver training resources, ensure best practices, and assist in program delivery.
- Participate in scheduled meetings as needed.
- Must be people-oriented, having the ability to work well with volunteers, community and business leaders, and representatives of other organizations.
- Must be reliable, consistent, and proactive.

Position Qualifications:

Must be 21 years or older.

Able to pass a background check.

Have access to reliable transportation.

Experience with Scouting America programs preferred.

Hours and Compensation:

Opportunity to work up to 20 hours/week through the Fall of 2025.

We will work with you to create your weekly schedule as packs meet at different times and on different nights.

This will include some evenings and potentially weekends.

Pay is \$20 - \$23/hour, based on experience.

If you are interested, please submit your resume to Emilie Strawhun at emilie.strawhun@scouting.org

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