

## Den Chief Coordinator Job Description

1. Meet with the Den Chiefs twice at the beginning of the school year to talk to them about the contents of the Den Chief Handbook, the image they convey at the den meetings, proactive engagement with the Den Leader, jobs they can do at the den meetings, and the National Den Chief Honor Award.
2. Get the name, phone, and pack of the Den Leader with whom they work.
3. Arrange for new Den Chiefs to attend the Den Chief Training usually held in November at a local high school in conjunction with Pow Wow.
4. Arrange for each Den Chief to have a Den Chief Handbook. (The troop buys them.)
5. At the end of the year, meet 4 times with the Den Chiefs to plan and prepare a slide presentation for the Webelos or the packs. The presentation is a recruiting tool and tells about troop outings and leadership training in which the Den Chiefs have participated.
6. Attend 1 or 2 pack meetings or leader meetings and speak about the Den Chief program to close the loop so Den Chiefs and Den Leaders know what to expect from each other.
7. Keep records - den leader name, cub master name, period of performance, and training date.
8. Encourage the Den Chief to read the Den Chief Handbook and give special attention to the sections about the image he presents and the jobs he can do. Jobs recommended by the book include greeting people as they arrive at the Den meeting, collecting dues, demonstrating skills, leading a game, talking on a subject (e.g., Pine Wood Derby Racer construction), etc. The important thing is he be proactive in his role with the den. Den Chief is a leadership responsibility. The scout should not wait for the den leader to tell him what to do.
9. Encourage the Den Chief to attend pack meetings when possible and supervise cub scouts at the pack meetings. This is something the den leaders truly appreciate because it frees them up to network with parents and other pack leaders. And that fosters scouting.