

PROFESSIONAL POSITION DESCRIPTION

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|--------------------------|--------------------|---------------------------------|------------------|
| Title: | District Executive | Title Code: | 41 |
| Classification: | 2 | Name: | Patti Czech |
| | | Date First Employed: | June 16, 2006 |
| Reports To-Title: | Bob Thielen | Position Effective Date: | January 2, 2007 |
| Prepared By: | Bob Thielen | Approved By: | Doug Nelson |
| Date: | January 29, 2009 | Date: | January 29, 2009 |

JOB SUMMARY:

Serve as professional executive in administering all assigned responsibilities on behalf of the council and the Boy Scouts of America. Responsible for overall district operations in assigned district. Serve existing chartered organizations by ensuring that quality resources and tools are available to fulfill their mission through Scouting. Responsible for recruitment of quality manpower, recruitment of youth members and organization of new units, district fund raising planning and implementation, program development and delivery, and quality unit service.

ESSENTIAL FUNCTION:

1. CHARTERED ORGANIZATIONS. Visit the head of each chartered organization annually. Survey each institutional head to establish needs and identify areas of improvement. Develop a plan to improve the quality of service to each organization. Seek out, cultivate and develop new potential organizations to charter positive Scouting programs.
2. MANPOWER. Recruit sufficient quality men and women to serve on district committee and commissioner staff. Regularly identify and call upon prospective manpower to tell the Scouting story. Ensure that proper training and coaching occur for each position. Recruit and develop district nominating committee to enhance quality of manpower in the district. Serve as the motivator and manager of the district committee. Work effectively with district Key-3 and Key-9 by planning and organizing district work to meet district objectives and achieving Quality District Status.
3. MEMBERSHIP RECRUITMENT. Increase membership density of Cub Scouts, Boy Scouts and Ventures in the district. Maintain balanced growth in Tigers, Cubs, Webelos, Boy Scouts, Varsity Scouts, and Ventures. Show an increase in total units over previous year. Qualify for the Chief Scout Executives' Winner Circle by achieving the stated criteria for this recognition. Reduce the number of dropped units over previous year.
4. FRIENDS OF SCOUTING. Achieve district Friends of Scouting objectives. Serve as campaign manager for district family, community, leadership and Governor's Luncheon FOS campaigns by following council campaign plans, including analysis, prospecting and development. Show increase in total dollars over previous year. Increase total number of donors over previous year. Recruit, train, and motivate sufficient quality men and women to make the campaigns successful.
5. POPCORN. Achieve district popcorn campaign objectives. Serve as campaign manager for popcorn campaign by maintaining campaign schedule, organizing unit participation, and increasing number of units, Scouts, and gross sales over previous year.
6. UNITED WAY. Responsible to cultivate positive relations with local United Way. Prepare funding proposals and outcome based measures and present requests under the direction of the Scout Executive.
7. PROGRAM. Manage program function of district operations. Control the fiscal management of all district program budgets. Ensure that quality well rounded, purpose driven activities are provided to enhance unit operations. Monitor unit advancement as indicator of unit health. Ensure quality training events occur regularly in district for

unit volunteers. Promote participation in camping/outdoor experiences including Summer Camp, Cub Day Camp, and Webelos Adventure Camp.

8. **UNIT SERVICE.** Recruit, train, and motivate unit commissioners. Achieve minimum ratio of 1 active commissioner per 3 units. Provide quality Roundtable experiences for unit leaders. Develop and maintain a yearly unit service plan. Supervise all unit rechartering, achieving 80% on-time unit rechartering.
9. **MODE OF OPERATION.** Be a model of the ideals of Scouting. Represent the council in a positive way. Work cooperatively with leadership, coworkers, and others. Be able to make and keep commitments, completing assignments on time. Effectively manage time and organize work to achieve expected results. Be efficient at backdating and planning. Use innovation and adaptability to be most effective. Use all available resources efficiently. Accept coaching and skill development. Be able to communicate expectations to others and manage several projects simultaneously.

OTHER RELATED RESPONSIBILITIES:

1. Staff Advisor to the Ski / Snowboard Venturing programs served by the western districts of the council.
2. As assigned.

POSITION QUALIFICATIONS:

Four year college degree, 21 years of age, American citizen (or declare intent), willingness to abide by the policies and standards of the Boy Scouts of America. Successful completion of interview process.

MATERIALS AND EQUIPMENT USED:

Motor vehicle, computer, and other general office equipment.

PHYSICAL ACTIVITIES/MENTAL DEMANDS:

Reaching, standing, walking, lifting, fingering, talking, hearing, repetitive motions, lifting in excess of 50 pounds.

Reading, detail work, confidentiality, problem solving, language, stress, reasoning, verbal communication, written communication, customer contact, multiple concurrent tasks, and constant interruptions.

WORKING CONDITIONS:

Worker is subject to inside and outside environmental conditions.

WORKING RELATIONSHIPS, SUPERVISION, VOLUNTEER RELATIONS:

Recognize the importance of a good working relationship with other district executives and support staff members.

Recognize the importance of a close and harmonious working relationship with all volunteers.

RESPONSIBILITY FOR VOLUNTEER SUPERVISION AND RELATIONSHIPS

| | Supervision | |
|--------------------------------|-------------|----------|
| | Direct | Indirect |
| District Chairs & Committees | 20 | 0 |
| Finance Responsibilities | 20 | 20 |
| Relationships Responsibilities | 50 | 0 |

Accepted by: _____

Patti Czech

Date: 1-4-09

Approved by: _____

Bob Krielen

Date: 4 FEB 2009