

BSA INTERNATIONAL DEPARTMENT - BSA CONTINGENT LEADER POSITION DESCRIPTION

With more than 160 member organizations within the World Organization of the Scout Movement (WOSM), there are many international Scouting events each year. They provide a great opportunity for our BSA members to connect with the world, to learn about other countries, people, and cultures through Scouting activities, and to make new friendships as part of their Scouting adventure.

The personal leadership of the contingent leader is one of the most important factors in effective administration of an international event. Two key deliverables are (1) assembling the contingent to give the participants a once-in-a-lifetime experience that is safe and available at a reasonable cost and (2) showcasing the United States and the Boy Scouts of America to the world during the event.

DUTIES

Before the event:

- Cooperate with world, region, BSA, and event leadership at all times.
- Design contingent logo.
- Maintain policies and coordinate efforts of other unit Scouters.
- Participate in Head of Contingent meetings or have designated delegate attend.
- Review event bulletins and communicate deadlines and other important information to participants and staff.
- Work through the unit leaders to ensure fulfillment of the duties by their youth leadership.

On-site:

- Accompany the unit to and from the event.
- Attend daily contingent leader meetings and communicate information to participants and staff.
- Be personally responsible for the health, safety, and morale of the unit.
- Be responsible at all times for the proper behavior and conduct of the members of the unit, and ensure unit follows the Code of Conduct.
- Receive a report from the unit leaders on bed checks completed by youth leadership each evening after taps.
- Work through the unit leaders to ensure fulfillment of the duties by their youth leadership.

SKILLS AND COMPETENCIES

- Strong project management skills
- Experience in representing the BSA at the international level
- Ability to build a team (Contingent Management Team, International Service Team)
- Ability to lead teams of volunteers and staff to prepare:
 - Financial Plan (e.g., budget, cash flow, procurement)
 - Administration and Registration Plan (e.g., payments, refunds, travel details)
 - Marketing and Communication Plan (e.g., website, participants' handbook, presentations)
 - Service and Support Plan (e.g., patrol/crew and unit leader selection, get-to-know-you camps, on-site support)
 - Travel Plan (e.g., ground, air, transfers)
 - Logistics Plan (e.g., contingent kit, tents, supplies)
- Polished behavioral competencies in leadership, teamwork, flexibility, communication, and initiative
- Understanding of the multicultural nature of world Scouting and ability to demonstrate sensitivity and openness to all, regardless of background, ethnicity, religious beliefs, or sexual orientation

RELATIONSHIPS

- You will be appointed by and report to the BSA International Department.
- You will lead the Contingent Management Team.
- You will liaise with the event registration team, event delivery team, and contingent leaders from other national Scout organizations.

If you are interested in applying for this position, please submit your completed Contingent Leader Application to international@scouting.org.