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## New Section Support Scouter Roles and Timelines

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This guide provides a step-by-step roadmap for launching a new Scouts Canada section. It includes clear task descriptions, role responsibilities, and guidance on how to adapt based on the number of people available.

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### Key Roles and Responsibilities

Role	Description
Council (Staff or Volunteer)	Provides overall guidance and oversight. Assists with venue booking, outreach strategy, promotional materials, and ensuring onboarding and registration systems run smoothly. Connects teams to Subject Matter Experts and troubleshooting resources.
Group Commissioner (GC)	Local lead and primary contact for the new section. Coordinates logistics, communications, volunteer recruitment, and ensures onboarding is completed. Provides ongoing mentorship and problem-solving support.
Section Mentor / Section Support Coordinator	Provides hands-on support for at least 4 months of meetings. Assists with program planning, program delivery, volunteer mentorship, problem-solving, and weekly debriefs.
Admin Support (optional – could be Group Administrator or Group Registrar)	Handles logistical details like flyers, RSVP lists, info session scheduling, equipment lists, and group emails.
Experienced Scouter (optional – could be Contact Scouter for neighbouring section or a Support Scouter)	Provides additional hands-on support at open houses and meetings. Delivers activities and helps new Scouters manage group dynamics.



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### Phase 1: Outreach, Promotion & Open House

Goal: Raise awareness, build interest, and attract potential Scouters and youth.

Task	Description	Responsible Roles
Determine Open House date, time, and location	Confirm venue availability, accessible and visible location, and convenient time for families.	Council, GC
Create flyer/poster and RSVP link	Design promotional materials and RSVP form (Google Form or ScoutsTracker) to capture interest.	Council, Admin Support
Print and distribute flyers	Print and distribute to schools, libraries, rec centres, and local businesses.	GC, Volunteers
Promote via local social media and newsletters	Post to community Facebook groups, email lists, and Scout networks.	Council, GC
Email waitlisted families	Personally invite waitlisted families from nearby groups.	GC, Council
Plan and host engaging Open House	Organize activities, displays, sign-up sheets, and staff event with volunteers for youth supervision and volunteer recruitment.	All hands on deck for the open house
Gather contact info and follow-up	Collect attendee info and follow up within 48 hours with next steps.	GC, Council, Admin Support

If fewer people: Simplify outreach tasks, opt for a basic open house setup with 2 adults, 1 table, 1 engaging activity.

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## Phase 2: Volunteer Onboarding

Goal: Convert interested adults into registered, trained, and supported Scouters.

Task	Description	Responsible Roles
Follow up with volunteer leads	Contact interested adults within 48 hours, answer questions, and confirm next steps.	GC, Council, Admin Support
Host info session	Schedule group info session (virtual/in-person) to explain expectations and roles.	GC, Council
Send myscouts registration links	Provide clear instructions for creating accounts and completing screening.	GC, Admin Support, Council
Set up interviews and track onboarding	Schedule interviews, reference checks, and track progress using a simple tracker.	GC, Council
Weekly/bi-weekly check-ins	Maintain contact with new volunteers for questions, progress checks, and support.	Section Mentor/SSC, GC
Organize Section Essentials	Meet with new Scouters to review program resources, patrols, youth led, PDR, Section Code of Conduct, emergency procedures, etc. before section opening.	GC, Section Mentor/SSC

If fewer people: Combine follow-ups, use group sessions for onboarding, and virtual check-ins.

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### Phase 3: Section Logistics

Goal: Prepare for launch by confirming team, schedule, equipment, and communications.

Task	Description	Responsible Roles
Confirm 4 Scouters per section	Secure volunteer team ensuring minimum of 2 screened for first meetings.	GC, Council
Determine meeting schedule	Set regular meeting times and confirm venue availability.	GC
Email families about registration	Send registration and meeting details to families.	GC, Admin Support
Ensure registration is open in MyScouts.	Confirm settings and fee structures in MyScouts.	Council, GC
Determine and collect equipment	Identify and gather supplies: first aid kit, program materials, etc.	Section Mentor/SSC, GC

If fewer people: Focus on meeting times, registration, and borrowing essential supplies.

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#### Phase 4: Section Launch (Month 4)

Goal: Deliver a strong first meeting and establish group routines.

Task	Description	Responsible Roles
Hold a kickoff meeting	Meet with volunteers to finalize roles, review safety, and plan first meeting.	GC, Council, Section Mentor/SSC, Section Scouters
Run first youth meeting	Deliver engaging activities, explain program basics, and set group expectations.	Section Mentor/SSC, GC, Section Scouters
Provide orientation to new families	Host short info session for parents on program expectations and volunteering.	GC, Section Mentor, Section Scouters
Ensure safety and support	Review emergency procedures and provide extra support.	Section Mentor, GC

If fewer people: Pair GC and one experienced Scouters to run first meetings with parent participation.

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### Phase 5: Follow Up & Transition (Months 4–7)

Goal: Support new Scouters for at least 4 months, build confidence, and transition to an independent team.

Task	Description	Responsible Roles
Assign Section Mentor to weekly meetings	Ensure consistent experienced volunteer presence for at least 4 months.	GC, Section Mentor/SSC
Support planning and activity delivery	Assist new Scouters with program planning and weekly activities.	Section Mentor/SSC, Experienced Scouter
Weekly debriefs with GC and new Scouters	Review program quality and address challenges after each meeting.	Section Mentor/SSC, GC
Monitor volunteer engagement and stress levels	Regular check-ins to prevent burnout and provide support.	GC
Communicate with families for feedback	Survey or informally gather parent feedback on program satisfaction.	GC, Section Mentor/SSC
Connect section with Subject Matter Experts	Introduce teams to specialists for skills training and program support.	Council (optional)

If fewer people: Rotate mentorship weekly or use virtual planning calls.

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### Summary Timeline

Phase	Approx. Timeline
Outreach & Open House	Months 1–2
Volunteer Onboarding	Months 2–3
Section Logistics	Months 3–4
Section Launch	Month 4
Follow Up & Transition	Months 4–7

Adapt this guide to your Council's volunteer capacity. Focus on clear communication, achievable expectations, and early mentorship support for new Scouters.