

French Creek Council, BSA

NYLT Position Descriptions

The following position descriptions are to ensure that all staff members carry the same expectations for the various positions within National Youth Leadership Training. While these descriptions are not all-inclusive, they will serve as a starting point for staff members to meet each others expectations.

Scoutmaster

The NYLT Scoutmaster should have the same qualities as a good troop Scoutmaster. The Scoutmaster should have experience working with a troop, and have a familiarity with the programs put on by the council. Because the emphasis of NYLT is to teach leadership skills, the Scoutmaster should have completed Wood Badge prior to the beginning of the course. Ideally the Scoutmaster will have prior experience working with the NYLT program.

Duties Include:

- Working directly with the council approved staff adviser
- Recruiting and maintaining quality adult and youth staff
- Conducting staff training before the course
- Helping staff develop a vision for the course, and the goals and plans to fulfill that vision
- Conducting the course as outlined in the NYLT syllabus
- Serve as a coach and mentor to the SPL and other youth leaders
- Work closely with the adult staff to ensure their effectiveness
- Model the core messages of the syllabus as an example to the staff
- Recruiting youth participants

Assistant Scoutmasters

NYLT assistant Scoutmasters should have experience within the troop setting. While prior NYLT experience is helpful, it is not required. While one assistant Scoutmaster is the absolute minimum, in many cases additional assistant Scoutmasters are preferred. While they may advise all other staff members, assistant Scoutmasters report to the Scoutmaster. Shared duties among all assistant scoutmasters are as follows:

- Serve as backups and support the Scoutmaster
- Help in administration of the course
- Participate in staff training sessions
- Model the core messages of the syllabus
- Handle any issues that could potentially distract the Scoutmaster from his primary role of guiding and coaching the youth staff
- Recruiting youth participants

In addition to these general expectations, the following specific expectations may be held.

Assistant Scoutmaster – Program

Assistant Scoutmasters in charge of program are expected to have a full and comprehensive understanding of the NYLT syllabus. The specialized role of the ASM -P is to assist the Scoutmaster and other staff members in following the outline of the NYLT syllabus. The ASM -P serves in particular as an advisor to the Assistant senior patrol leader in charge of program.

Assistant Scoutmaster – Service

Also known as the assistant Scoutmaster of physical arrangements, the ASM -S works closely with the Quartermaster staff to help organize and maintain course equipment and supplies. While similar in scope to the Quartermaster, the emphasis of this position is not on food. The ASM-S is also expected to serve as an advisor to the assistant senior patrol leader in charge of service.

Assistant Scoutmaster – Technology

The assistant Scoutmaster in charge of Technology should have a good understanding of the audio-visual equipment required to successfully present the NYLT syllabus. Setting up and maintaining equipment for presentations falls directly within the ASM -T position description. The ASM-T may also be charged with producing other course-related items such as CDs for or slide shows.

Assistant Scoutmaster – Administration

Also known as the assistant Scoutmaster of records and materials, the ASM-S works closely with the ASM Program and the SM to help organize and maintain course paperwork and supplies. The ASM-S is also expected to serve as an advisor to the guides and instructors.

Quartermaster and Assistant Quartermasters

The NYLT quartermaster staff should be detail-oriented and have a familiarity with providing food for large groups. Though the primary task for the quartermaster staff is to organize and issue food to participants during the course, other duties may include:

- Working closely with the other adult NYLT staff and SPL
- Assisting the ASM-S when able
- Organizing a menu and formulating a food order
- Purchasing and preparing food for training events (to be reimbursed by attending staff members)
- Accommodating any special food needs of participants
 - Administering and inventorying all equipment for patrol use

Youth Staff Descriptions

Though it is not a requirement for adult staff members, all youth staff members should have previous experience in the NYLT program. Also, all youth staff are expected to attend all staff training activities. If they are unable to attend a meeting they should immediately inform the Scoutmaster.

Senior Patrol Leader

As in any scout troop, the senior patrol leader (SPL) is the key leader of a NYLT troop. He is empowered by the Scoutmaster to run the troop with the help of the rest of the youth staff.

Duties Include:

- Running troop meetings, events, and activities
- Chairing meetings of the patrol leader's council
- Delegating duties and responsibilities to other members of the youth staff
- Modeling the messages of the NYLT syllabus
- Recruiting youth participants

Assistant Senior Patrol Leaders

The assistant senior patrol leaders should be capable of filling in for the SPL in his absence. The position of assistant senior patrol leader is split into two areas, program and service.

Assistant Senior Patrol Leader – Program

- Provide mentoring and coaching to each day's program patrol
- Oversee the preparation of campfire programs
- Support program presenters with preparations for sessions, meetings, and activities
- Work with the ASM-T for audio-visual support
- Modeling the messages of the NYLT syllabus
- Complete assignments as determined by the senior patrol leader
- Recruiting youth participants

Assistant Senior Patrol leader – Service

- Provide mentoring and coaching to each day's service patrol
- Oversee preparations of model campsites and cooking demonstrations
- Conduct daily campsite inspections and help guide patrols in compliance
- Teach the service patrols to police and clean up using Leave No Trace ethic
- Manage presentations of the Baden-Powell patrol streamers

- Oversee and attend to the “quartermaster tent” in staff camp and notify the ASM -S and/or quartermaster of any needs
- Modeling the messages of the NYLT syllabus
- Complete assignments determined by the senior patrol leader
- Recruiting youth participants

Troop Guides

The role of a NYLT troop guide is similar to that of the troop guide in a regular Scout troop. Also, NYLT troop guides are key to facilitating the NYLT syllabus and helping each patrol to develop as a team. Troop guides are the first level of interaction between staff and participants, and therefore should embody fully the objectives and messages of the NYLT syllabus.

Duties Include:

- Serving the patrol to which he is assigned
- Coaching and mentoring each day’s patrol leader
- Presenting selected sessions and activities
- Modeling the messages of the NYLT syllabus
- Completing assignments determined by the senior patrol leader
- Recruiting youth participants

Troop Instructors

Though not specifically mandated by the NYLT syllabus, the role of Troop Instructor may be used to assist the rest of the staff. Troop instructors should have a good understanding of the NYLT syllabus, and be able to fill in for any troop guides that may become unavailable.

Duties Include:

- Assisting in preparation for and administration of activities
- Serving as assistants to the ASPLs
- Modeling the messages of the NYLT syllabus
- Completing assignments determined by the senior patrol leader
- Recruiting youth participants