



GUIDE TO UNDERSTANDING TELSTAR VOLUNTEER ROLES

The following is a guide to understanding the different roles one can take in the supporting the Telstar International Scout Group in Luxembourg:

- We have two Beaver Colonies (ages 6 to 8) – Oak Colony meets on Tuesdays and Sycamore Colony meets on Thursdays. Both colonies meet at 1600 at St George’s school in Hamm.
- Our Cub Section (ages 8-10) meets on Tuesdays at 1800 at St George’s school in Hamm. We hope to start a second Cub pack in the near future.
- The Scout Section (ages 10-14) meets on alternative Saturday afternoons at 1400 at St George’s school in Hamm. Our longer term planning includes a second Scout troop.
- The Explorer Section (ages 14 to 18) meets on alternate Saturday afternoons from 1400 to 1700 at the FNEL HQ in Hollerich.
- We do not meet in July or August, and follow the Luxembourg school holiday scheduling.
- We follow the British Scouts Programme but are full members of the Luxembourg Scout Federation FNEL.
- Sessions are age appropriate but cover things like cooking, crafts, nature, safety, community service, first aid, and scout skills such as fire lighting, knots, woodcraft pioneering, etc.!

Section Leader:

This person leads a team of 4-8 leaders that take care of the section and run the weekly sessions.

1. Preparing for the session (Activity/game/talk/etc.) on your own or shared with other leaders& helpers.
2. Preparing for two weekend camps per year. Worth noting: a) Not all leaders might need to go, and b) sleeping accommodations can be indoors in you don’t like tents! c) Our camps are weekends only -we rarely have week long summer events. d) there is central group help on organizing buses, food, overall cost, etc.
3. Organising a planning meeting with other leaders to plan year program & session dates (3 x in the year).
4. Attending the Group Leaders meeting, where *all* section leaders meet. (4 x in the year)
5. Attending Telstar fundraiser or Community events (these are organized by Exec Committee, leaders might integrate this event into their sessions, for example, the scout section would go to Church Fair instead of their usual Sat. session).
6. Organising section record keeping. Maintaining the CDS excel sheet with membership details, and periodically reports to the Group Scout Leader and other officers. A record sheet is also kept per member, where we track their badges, etc. The Section Leader also takes care of communicating with parents regarding meetings and with the Section Representative on the Executive Committee. The parent rep’s also help in obtaining parent support for weekly session or for loading. Unloading equipment before and after camps etc.
7. The Section Leader is responsible to the Group Scout Leader.

Assistant Leader:

As the name implies, Assistant Leaders support the Section Leader in all of the tasks above and may be delegated to run all or parts of meetings. This person attends the section sessions regularly and wears uniform. They might:

1. Occasionally plan and run a session.
2. Simply be on hand during the session and help out.
3. Attend Group Events and Camps (indoor or outdoor sleeping). Not everyone is expected to support every event/camp.
4. Attend Group Leaders meetings – not everyone is expected to attend every meeting, but 2 leaders per section should be present.
5. Attend planning meetings called by the section leader.
6. The Assistant Leader is responsible to the Section Leader.

All leaders undertake to follow training which leads to the Award of a Wood Badge, which is a recognised qualification by the UK Social Services. This training consists of an introductory session of about 4 hours plus 4 weekend courses or a single 5 day training, which they should complete within 5 years from their start date).

Sectional Assistants:

1. Sectional assistants perform much the same tasks as Assistant leaders but are not authorised to lead meetings or events.
2. They must follow the introductory training (~4hours) but are not committed to any further training.
3. They wear uniform and attend most section meetings.

Occasional Helper:

This person will occasionally lead an activity either based on the badges that scouts are working towards, or simply to introduce a hobby or talent (in music, IT, craft, sport, animals, fitness, faith, art, astronomy, books, road or home safety, DIY, and more!). Occasional helpers could also be parents who offer to help out at camps or with events. Non-uniformed.

SAS (Scout Active Support):

SAS allows people to give their time to Scouting on a flexible basis. For people who want to be involved in Scouting but without the commitment of being a leader or helper for a specific section. This person could help at fund raisers, at weekend camps or at Scout events, by cooking, providing transport, putting up tents etc. SAS members wear a group scarf when active and have a special SAS badge.

All leaders, sectional assistants and Exec members are automatically members of the SAS and are invited to SAS events.

Executive committee members:

These are roles such as chairman, secretary, treasurer, event treasurer, quartermaster, "Orbit Newsletter" editor, and parent representatives. See separate role description for these positions. Telstar annual events are: Bonfire night, Quiz Night, Jumble sale, Church Fair, Car Boot sale, AGM/BBQ, Treasure Hunt etc. Exec members wear a group or SAS scarf when participating in group events.

Child Protection

We are very committed to child protection and everyone who will have unsupervised access to our members must be cleared to work with children.

All of the above roles are required to follow a Criminal Records Check (CRB). Anyone who has contact with our children more than once per month, must also be checked.

Adults who are not CRB checked are not allowed unsupervised access to children.

Legal Responsibility

Section Leaders and Assistant Leaders are officers of the Scout Association and as such may lead meetings, camps, expeditions etc subject to the rules relating to those activities.

Other adults are not authorised to lead events including weekly meetings, at least one Leader must be present.

All of the above roles are covered for Personal Accident insurance when on scouting business and also are insured against any Third Party claims.

Commitment:

Each volunteer should decide and communicate with their section leader or the Group Scout Leader how much time they wish to give to scouting and of any constraints they may have. Your voluntary role should be fulfilling and fun and anyone who feels under pressure from Scouting activities should communicate this asap. Stressed volunteers do not stay around.

Each volunteer should decide and communicate with their Section Leader or Group Scout Leader how much time they wish to give to scouting and of any constraints they may have.

Once volunteers are familiar with the group and the way we work, Leaders and Sectional Assistants will be asked to agree with their immediate Leader a Mutual Agreement document which spells out what each of us is willing to do and any limits we wish to declare eg. I am not willing to sleep in tents – no Saturday meetings – Max 3 hours per week etc. This can be changed at any time but helps all of us not to expect commitment beyond the agreement. This mutual agreement will be done as a part of the training programme.