



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:

- The Beaver Colony (ages 6 to 8) – Oak Colony meets on Tuesdays at 1600 at the FNEL HQ in Cents.
- Our Cub Section (ages 8-10) has two Packs. Mowgli Pack meets on Tuesdays at 1800 at the FNEL HQ in Cents and Baloo Pack meets on Thursdays at 1800 in Cents.
- The Scout Section (ages 10-14) has two troops, Apollo and Gemini Troops. They meet on alternative Saturday afternoons at 1400 at various locations.
- 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.

