



Outing Coordinator

Position Title: Outing Coordinator

Reports To: Committee Chair

Key Linkages: Scoutmaster, Webmaster

**Direct Reports: Quartermaster, Food Procurement,
Summer Camp Coordinator, Transportation Coordinator**

Job Responsibilities:

1. Develop a list of camping, backpacking and day activities as the starting point for the annual plan.
2. Coordinate the tour permit, transportation, food, equipment, maps and permission slips for each defined activity.
3. Work with the scoutmaster and treasurer to define and collect the fees for each outing.
4. Make the necessary reservations/purchase tickets at the specific activity site.
5. Provide a completed packet to the tour leader for each defined activity consisting of a completed permission slip, approved tour permit, verification of campsite reservation, procured food, equipment list and transportation and pick up details.
6. Work with the transportation coordinator to provide transportation consistent with BSA guidelines.
7. Coordinate the schedule and supervision for service related projects.
8. Work with the quartermaster to ensure availability of the correct equipment for the planned activity.
9. Develop a 3 year plan for summer camp attendance. Work with the scoutmaster and summer camp coordinator to meet the needs of the program.
10. Work with the Food Procurement Coordinator to obtain the necessary food based on the scout developed menu in the correct amounts meeting the budget for the outing.