

Unit Commissioner Job Description



The role of a unit commissioner (UC) is to provide support and information to unit leaders so they can deliver a high-quality program that attracts and retains youth and adults. Whether working with a pack, troop, crew, ship, club or post, unit commissioners are key to ensuring units have the necessary resources to provide a quality program for their youth. This is a one-year position that is renewable annually.

Responsibilities:

Unit Support

- Visit/contact units on a regular basis throughout the year.
- Complete collaborative detailed assessments on a regular basis and at least once a year.
- Record contact/visit notes promptly in Commissioner Tools, providing information about unit health, specifically noting areas of success or concern.
- Identify areas where the unit may need assistance and help unit leaders develop a unit service plan.
- Provide positive feedback to unit leaders.
- Support the unit during the annual membership renewal process.
- Encourage unit leaders to attend roundtable and other district events.
- Build relationships based on mutual trust, respect and candor.
- Work with the District Commissioner to link units to needed resources.

Commissioner Team

- Participate in monthly commissioner staff meetings.
- Maintain compliance with Youth Protection Training requirements.
- Register with the local council as a unit commissioner.

Unit Commissioner Fit

The unit commissioner is a:

- Coach for unit leaders
- Good listener and communicator
- Relationship builder
- Advocate for the youth
- Follower of program policy and procedure

Training and Recognition

- Complete basic training for unit commissioner.
- Complete the onboarding process with an assigned coach.
- Work toward earning the Arrowhead Honor award.
- Participate in ongoing training opportunities such as College of Commissioner Science, national Impact Sessions, Philmont Training Center, etc.