



Reynella Scout Group

Scout Hall: Market Street, Old Reynella, SA 5161

Post: PO BOX 11, Old Reynella, SA 5161

Email: reynella@sa.scouts.com.au

Job Description:

Activity Planner

Job Type	Time	Location
Youth Focused - Registered Adult Helper	Monthly = Variable At a time which suits you!	Your Choice!

Requirements:	Registered Adult Helper in Scouting. Completion of Scouts Australia mandatory training modules, namely; ➤ Child Safety ➤ Code of Conduct ➤ Work Health and Safety.
Detailed Description:	The Scout Group program (from Joeys to Venturers) is put together by the youth members. Adults help bring their ideas to life! In the Activity Planner role you will; ➤ Support the Leadership Team by completing any or multiple of the below; ○ Basic; ▪ Research activity facilities and third party providers. ▪ Shop for resources from a provided list. ▪ Complete a risk assessment from a detailed program using Scouts SA Risk Assessment Tool (RAT). ○ Advanced; ▪ Book activity facilities and third party providers. ▪ Follow up insurance and child safety documentation from facilities and third party providers. ▪ Prepare detailed programs. ▪ Prepare risk assessments using Scouts SA Risk Assessment Tool (RAT). ▪ Prepare menus and shopping lists. A Scouts SA email address and access to the Reynella Scout Group SharePoint can be provided if you wish. Inclusion in Leader communication channels is also optional in this role.
Time Commitment:	This role can be completed in your own time – it does not need to be completed at the Scout Hall during a weekly meeting. The time requirement would vary throughout the term.
Scout Group Support:	➤ Training in Scouting systems required for the role.



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Personal Benefits:	➤ Learn new skills which can aid you in other areas of your life. ➤ Have fun and meet new people! ➤ Access to Scouts Australia Institute of Training (SAIT) and a range nationally recognised qualifications.
Review Timeframe:	At the completion of your first term in the role and then annually (unless requested sooner).

All time commitments quoted per Unit supporting.