



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:

Participation Data Officer

Job Type	Time	Location
Youth Focused - Registered Adult Helper	Monthly = 2.5 hours 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. Basic computer literacy and access to own computer/tablet and internet.
Detailed Description:	The Reynella Scout Group uses Scouts Terrain to track youth members personal progression through the Scouts Australia Award Scheme. This is a web based system. In the Participation Data Officer role you will; ➤ Enter attendance sheets to track participate, assist and leads for Milestone Badges. ➤ Enter attendance sheets to track kilometres hiked and nights camped. ➤ Advise Section Leadership Teams when youth members complete Milestone, Kilometres Hiked or Nights Under Canvas Badges. Up to date data is key to supporting our youth members personal progression. As a result we request the Participation Data Officer aims to update data weekly.
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. Approximately 30 minutes weekly. (Up to date data is key to supporting our youth members personal progression. As a result we ask the Participation Data Officer aims to update data weekly.)
Scout Group Support:	➤ Training in Scouting systems required for the role.
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.