

# 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/connect with units on a regular basis throughout the year.
- Complete unit connections on a regular basis and at least twice a year.
- Record unit connections/visit information promptly in Commissioner Tools, providing information about unit health, specifically areas of success or concern.
- Support goals developed by unit leaders
- Provide feedback to unit leaders.
- Support the unit during the annual unit renewal process.
- Encourage unit leaders to attend roundtable and other district events.
- Connect units with district and council resources to improve unit program, membership, and volunteer support.
- Build relationships based on mutual trust, respect, partnership, and candor.
- Work with district commissioner to link units to needed resources.

### Commissioner Team

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

### Unit Commissioner Fit

The unit commissioner is capable of being a:

- Coach and mentor for unit leaders
- Good listener and communicator
- Relationship builder
- Advocate for the youth
- Follower of program policy and procedure
- Single best resource for our units

### Training and Recognition

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