

Counseling Operations Tasks



TLT _____ Mentor/Staff _____ Term Dates _____

Unit Planning

- ® 1. Assist or lead in planning and carrying out unit activities during allotted unit time at regular club meetings. This could include unit honor instruction, unit worship planning, preparation for a unit event, or other activities as directed by the unit counselor or club director.
- ® 2. Assist or lead in planning and carrying out an off-site unit day activity. Coordinate with TLT attached to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.
- 3. Assist or lead in planning a unit camping trip. Coordinate with the TLT assigned to Activities Operations to confirm that all planning, logistics, food, and safety have been accounted for.

Complete	N/A	Notes
<input type="checkbox"/>		_____

<input type="checkbox"/>		_____

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Club Trips

- ® 1. Assist or lead in planning and carrying out unit activities during allotted time on club camping trips. This could include, but are not limited to: campsite set up, preparation for inspection, hikes, group meetings, curfew and lights out, and the striking of camp.
- ® 2. Assist or lead in the proper care and posting of club flags and unit guidons during transportation and at the campsite.
- 3. Coordinate with the TLT assigned to Activities Operations for Off-Site Safety to assist in monitoring all safety issues within the unit. Know where the club first aid kits are and be familiar with their contents.

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Teamwork

- ® 1. Assist unit counselors in helping units become close-knit teams. Plan age-appropriate games and activities that build cooperation and teamwork within units and throughout the club. Create unit guidons and mascots if this is your club practice.
- ® 2. Assist unit Captains and Scribes to learn their responsibilities and to be successful in providing leadership to their unit. Help unit members learn democratic processes for making group-decisions.
- 3. Assist Pathfinder Instructors by motivating and encouraging unit members to pay attention and to complete their Investiture Achievement and honor requirements.

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Personal Safety

- ® 1. Assist in planning, scheduling and coordinating adequate and proper adult supervision ratios for all unit activities. Develop a unit-based buddy system for all Pathfinders.
- ® 2. Learn and follow appropriate personal safety guidelines when working with minors and adults. Apply for approved volunteer status with your pastor or the church safety officer.
- 3. Assist in planning, preparing, and monitoring a social media site for the club. Follow all social media safety guidelines as prescribed by your church, conference Pathfinder Department, and conference Communications Department.

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Expectations

- ® 1. Meet deadlines.
- ® 2. Work together without prodding.
- ® 3. Communicate effectively.
- ® 4. Exhibit a Christian spirit.

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Task checklist complete. Approved for advance. Reviewing Staff _____ Date _____