



District Eagle Coach – Job Description

Summary of Duties and Responsibilities:

The District Eagle Coach works with assigned Life Scouts as they work through the Eagle Process. An important focus of the District Eagle Coach is to mentor, encourage, guide and maintain communication with Life Scouts to as they independently complete the Eagle Rank Requirements and the Eagle Application while allowing the Scout to lead and manage all aspects of the requirements. As a representative of the Rancho San Joaquin District, the District Eagle Coach strives to ensure that BSA National Advancement Standards are complied with during the process. A District Eagle Coach must be a registered, trained Adult who has the ability to work with Youth and Unit Adult Leaders cooperatively; understands and supports the Life to Eagle process; actively communicates with Life Scouts in scheduling meetings; and maintains YPT guidelines. The District Eagle Coach is a member of the District Advancement Committee, provides support in training Unit Eagle Coaches, and may act as a District Eagle Board of Review Chairperson as needed to ensure that Boards of Review are completed in a timely manner.

Essential Functions:

1. Works with Unit Leader and Unit Eagle Coach to coach Life Scouts presented to the District for Life to Eagle advancement. Guides Scout and Unit on proper methods and compliance with National Advancement requirements.
2. Provides guidance and approves each step of the Eagle Project proposal, final plan and report. Approves Fundraising application when required. Requires the Scout to assemble the material in proper order in a binder using sheet protectors, loaded front to back to save space.
3. Coaches Life Scout on completing the Eagle Application, writing Requirement 6 statement of ambitions and life purpose, and in obtaining Confidential Appraisal using the appropriate form found on the Orange County Council Advancement website.
4. Conducts a detailed review and audit of the Eagle Application and the Orange County Council Advancement Report with each applicant. The Council Advancement Report is to be obtained by the Scout and presented with the application to the District Eagle Coach. This requires the Scout or Unit to correct errors before submitting application to the District Eagle Coach for review and subsequent submission to the District Administrator.
5. Works with District Administrator to schedule Eagle Boards of Review by forwarding completed project binders, applications, Requirement 6 statements, Confidential Appraisals and any other material when correctly completed. The Boards of Review are scheduled by the District Administrator in support of the District Eagle Coach.
6. Attends training with District and or Council at least once a year to ensure that information follows current BSA guidelines.
7. Completes YPT training as needed to maintain current "trained" status.

Special Conditions of Position:

Must maintain and have access to the latest on-line Eagle Project Forms and Applications from BSA National, which are updated without notice.

Must be experienced and knowledgeable of the latest District, Council and National guidelines as related to Advancement, the Eagle Process and be willing to attend training.

Must be willing to respond via email, phone and/or voicemail with Life Scouts to schedule meetings within a reasonable time frame.