



Cub Scout Subcamp Manager

Cub Scout Experience AJ2028

Title

Cub Scout Subcamp Manager

Reports to

Director - Cub Scout Experience

Direct reports

Campsite team (Rovers, Venturers, and Leaders supporting onsite operations)

Key Relationships

General Manager – Camping (Operations Directorate)

Term of appointment:

December 2025 – July 2028

Measurement

Site safety, participant experience, operational efficiency

Position Type

This is a voluntary position.

Scouts Victoria is a Child Safe organisation. We are inclusive of all, regardless of gender, sexuality, race, religion, or ability, and do not tolerate any form of harm, abuse, or neglect.

The Cub Scout Subcamp Manager is responsible for the safe and effective management of the Cub Scout campsite during the overnight Cub Scout Experience at AJ2028. This role ensures the campsite operates smoothly, providing a welcoming, well-organised, and safe environment where Cub Scouts can experience the excitement of camping at a Jamboree for the first time.

This position plays a key part in supporting recruitment and retention outcomes by creating a fun, positive experience that helps Cubs see themselves as future Scouts. The role also supports the delivery of a seamless camping experience through coordination of the campsite team and catering operations.

This role is similar to a Jamboree Scout Leader, with wider planning and design responsibilities, reporting through to the Cub Scout Experience Directorate, with strong relationships with the Campsite and Logistics Operations Directorates.

Role purpose

The Cub Subcamp Manager- overnight option oversees the setup, operation, and pack-down of the Cub Scout campsite throughout AJ2028. This includes coordinating accommodation layouts, evening programs, catering, mealtime routines, and ensuring all safety and welfare requirements are met. The role leads a team of Rovers, Venturers, and Leaders to create a vibrant, well-managed environment that supports Cub Scouts and their accompanying Leaders during their stay.

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Primary responsibilities

- Manage the setup and operation of the Cub Scout campsite for each overnight rotation.
- Coordinate with the Logistics and Campsite Operations team to ensure safe and efficient arrival, setup, and departure of participants.
- Supervise and support the subcamp team, which may include Rovers, Venturers, and adult Leaders assisting with camp operations.
- Ensure all safety, hygiene, and Child Safe Scouting standards are maintained across the campsite.
- Oversee campsite catering, including breakfast and dinner arrangements, in collaboration with the AJ2028 catering directorate.
- Coordinate the serving of sandwich lunches for overnight participants in alignment with Jamboree procedures.
- Work with the program and experience team to align evening activities with the overall program schedule.
- Work with the AJ2028 Wellbeing Team for Cub Scout overnight Wellbeing.
- Ensure equipment and facilities are maintained and returned in good order.
- Identify and manage risks within the campsite environment and complete risk assessments as required.
- Provide daily operational feedback and updates to the Director - Cub Scout Experience.
- Support positive communication between participants, Leaders, and volunteers on site.

Attitude, skills and knowledge required

Attitude

- Positive, approachable, and calm under pressure.
- Committed to ensuring the safety and wellbeing of all participants.
- Inclusive and encouraging, creating a supportive environment for youth and adult volunteers.
- Strong belief in the value of outdoor adventure and Scouting's learning by doing approach.
- Dedicated to teamwork and collaboration.

Skills

- Demonstrated experience in campsite or event management within Scouting or youth environments.
- Strong organisational and problem-solving skills.
- Ability to manage and motivate teams of volunteers, including youth and adults.
- Competence in coordinating catering and logistics for large groups.
- Sound understanding of risk management, WHS, and emergency procedures.
- Clear communication and leadership skills with an emphasis on safety and efficiency.

Knowledge

- Understanding of Scouting policies, particularly Child Safe Scouting and WHS requirements.
- Familiarity with outdoor camping operations, catering coordination, and youth supervision.
- Knowledge of the Cub Scout and Scout Section programs and progression between the two.



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- Awareness of event safety, risk management, and participant welfare practices.
- Understanding of Scouts Victoria's operational procedures and Jamboree standards.

Success in this role looks like

- A safe, welcoming, and efficiently run Cub Scout campsite that operates smoothly across all rotations.
- Positive feedback from Cubs, Leaders, and volunteers about the campsite experience.
- Effective collaboration with catering, logistics, and program teams.
- A well-coordinated team of Rovers, Venturers, and Leaders who feel supported and valued.
- Youth participants leave with a positive, lasting impression of Scouting and excitement for future Jamborees.