



Chinook Scout Popcorn Program Manager

Chinook Council Scout Popcorn Program Manager

Background: Chinook Council raises more money than any other Council in Canada on Popcorn. In the last 3 years (2014/15/16) our Council has raised a total of \$4.7 million for our ~100 participating groups. In each of these 3 years, the average money a group raises is \$14,000 each. Last year 11 groups raised more than \$30,000 and 3 more than \$50,000. The highest has been \$90,000 for youth programs. These dollars are used to fund adventures - everything from hikes in the Grand Canyon, participation at Canadian, Pacific and World Jamborees or for camping materials.

Role Description: Accordingly, the Program Manager plays one of the most critical roles in our Council for the support and sustainment of Group and Section fundraising. The PM is the leader of a 5-10 person team and coordinates the program on behalf of the Council Key 3.

Key Responsibilities:

- Delivers project in accordance with established standards and practices for project management
- Develops the Project Management Plan with the team and manage the team's performance
- Manages stakeholder expectations proactively through timely, open and honest communication
- Maintains & manages project cost, schedule, issues and risks, and communicates project status
- Interfaces with National popcorn leader to ensure alignment of key deliverables
- Main interface for coordinating all activities and deliverables throughout the Chinook Council

Skills: A great Popcorn Program Manager is organized, possesses good project management skills, demonstrates excellent communication skills and has an interesting network of friends within and beyond Scouting. Much like the group roles, this individual is able to role with the punches, resilient and never loses their sense of humour.

Project Management Tools Developed and Available from 2016 Campaign:

- 2016 project charter
- Program playbook
- 2016 project plan
- 2016 budget
- Team roles & responsibilities
- Communication plan
- Marketing materials
- 2016 delivery schedule
- Campaign kickoff materials
- Warehouse plans
- Feedback surveys
- Project lookback results

Time Commitment: Consider workload for a typical project manager. March - June (2 hours per week), July – September (3 hours per week), October-November (6-8 hours per week), December (1 hour per week). Total hours for Project manager resource ~ 150-200 hours

[Credits towards Professional Project Management designation: PMP].