

TROOP LEADER POSITION DESCRIPTION

Print Name: _____ **Service Unit Name:** _____

Membership Year: _____ **Troop Number:** _____

PURPOSE OF POSITION: To guide girls in planning and carrying out activities that will reflect their interests and develop their leadership skills within the framework and policies of GSUSA and GSOC.

TERM: Appointed by the Service Unit Coordinator- HR for a one year term, eligible for reappointment.

TIME COMMITMENT: 1-4 troop meetings per month, prep time, activities and events

SUPERVISION: Service Unit Coordinator – HR and GSOC staff

SUPPORT: Troop Leaders receive support, guidance, and encouragement from the Service Unit Coordinators and team members, as well as GSOC staff members. There is access to relevant learning opportunities and materials to prepare and support your role.

RESPONSIBILITIES INCLUDE:

1. Guide girls in planning activities that help them discover, connect with others and take action so they experience fun and friendship while making the world a better place.
2. Recruit parents and guardians to hold troop leadership and troop helper roles.
3. Meet with troop leadership and other troop helpers to implement long-range plans made by the girls.
4. Communicate troop plans, finances and needs to parents/guardians.
5. Ensure the safety and wellbeing of girl and adult members by following safety guidelines of GSUSA and GSOC.
6. Work to maintain at least 12 girl members in the troop.
7. Keep your designated Service Unit Membership Coordinator, School Liaison and Placement Specialist informed of current girl membership and the number of available openings.
8. Coordinate troop representation at Service Unit and GSOC meetings and events.
9. Maintain troop records and submit all paperwork as required: i.e. permission slips, Product Sales, Troop Financial Report, etc.
10. Utilize On-Line Features: i.e. GirlScoutsOC.org, MyGS, Volunteer Toolkit, Volunteer Network, GSOC Learning.com, Product Sales sites.
11. Keep records of GSOC screened and eligible troop volunteers for troop activities and conduct safety briefings as required.
12. Complete the volunteer onboarding process, including registration, screening, and orientation.
13. Complete the volunteer agreement and all position-related training within three months of appointment.
14. Support and promote Council Product Sales and Fund Development activities in all aspects.
15. Remain informed about and comply with current policies, procedures and guidelines of GSUSA and GSOC.
16. Demonstrate a commitment to the mission, goals, guidelines, policies and standards of GSUSA and GSOC.

QUALITIES REQUIRED:

1. **Ability to Focus on Girls:** Understand that girls experience the Girl Scout Leadership model by using girl-led, cooperative-learning and learning-by-doing activities.
2. **Adaptability:** Adjust and modify own behavior, and remain flexible and tolerant in changing situations.
3. **Ability to Foster Diversity:** Understand and embrace differences.
4. **Communication Skills:** Express ideas clearly and concisely.
5. **Model the Girl Scout Promise and Laws:** Demonstrate personal integrity, credibility and dependability for girls.

Volunteer's Signature

Date

Service Unit Manager/Coordinator

Date