



Volunteer Position Description

Troop Leader

Term of appointment: The Troop/Group Leader or Assistant/Co-Leader is appointed for a One (1) Year Term that is renewable upon completion of evaluation processes. Troop #: _____ SU #: _____ GS YR: _____

Supervision: The Troop Leader reports to the Service Unit Manager.

Support: The Troop Leader receives support, guidance, and encouragement from the Service Unit Manager(s), Area Membership Manager, and the Manager of Volunteer Services as well as her/his Troop Committee Members. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Attend regularly scheduled meetings of the Service Unit.
Meet with the troop on a weekly or other agreed-upon but regular basis.
Help girls take responsibility for the affairs of the troop.
Learn how to implement girl planning.
Ensure that troop records are maintained (individual girl records, dues, attendance) and that troop reports are turned in to the Service Unit Manager as requested.
Occasionally communicate with each girl's parent(s) or guardian(s).
Encourage the participation of people willing to share their skills and knowledge to enrich Girl Scouts.
Ensure the safety of girls while they participate in Girl Scout activities, review Safety Activity Checkpoints before each activity and be familiar with Volunteer Essentials.
Be guided in all actions by the Girl Scout Mission, Promise and Law.
Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of California's Central Coast (GSCCC) and Girl Scouts of the USA (GSUSA).
Recognize that funding the organization is an integral part of service to girls, and promote money earning and fundraising efforts including Family Giving and Council product sales.

Qualifications and core competencies:

- Girl focus: Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
Personal integrity: Demonstrate dependability, honesty, and credibility.
Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
Oral communication: Express ideas and facts clearly and accurately.
Foster diversity: Understand, respect, and embrace differences. Be accepting of the goal of Girl Scouting to promote pluralism and inclusiveness.
Additional requirements:
- Must become a registered member of GSUSA.
- Complete required coursework as assigned and provided by GSCCC and GSUSA.

I agree to perform the duties as stated in the above position description.

Leader's Signature Date

SU Manager's Signature Date

Printed Name

Printed Name