



Volunteer Position Description: Troop Leader/Co-Leader

To be completed and signed by Troop Leader
and Co-Leader(s) and Service Unit Manager

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

Supervision: The Troop Leader and Co-Leader(s) report to the Service Unit Manager.

Support: The Troop Leader receives support, guidance, and encouragement from the Service Unit Manager(s), Membership Manager, and the Manager of Volunteer Services as well as their Troop Committee Members. They have 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 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 and at least 18 years of age.
 - Complete GSCCC online volunteer application and background clearance.
 - 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	_____ Printed Name
_____ Co-Leader's Signature	_____ Date	_____ Printed Name
_____ SU Manager's Signature	_____ Date	_____ Printed Name