

## POSITION DESCRIPTION

**POSITION TITLE:** Troop Leader/Co Leader

**APPOINTED BY & ACCOUNTABLE TO:** Director, Volunteer Management /Volunteer Field Administrator

**REPORTS TO:** Service Unit Manager

**SUPPORTED BY:** Coach/Troop Level Consultant

**TERM:** One year (July 1 - June 30); reviewed annually; may be re-appointed

**PURPOSE:** To lead and guide a group of girls with sensitivity to their needs and interests so that they learn to develop their abilities as individuals and members of a group through participation in the Girl Scout program.

### RESPONSIBILITIES:

1. Stimulate girls to examine and understand the values expressed in the Girl Scout Promise and Law.
2. Helps, through continued use of program emphasis, each girl to become a happy, confident, useful member of her group, home, school, and house of worship.
3. Help girls increase leadership abilities through use of democratic group management; help girls learn to make their own decisions.
4. Plan, implement, and evaluate periodically how responsibilities will be shared with other leaders, troop committee, and/or troop consultant; reviews group progress and accomplishments with her Coach.
5. Participates in service unit meetings called by the service unit manager.
6. Maintains recommended *Safety-Wise* standard-sized groups through girl retention and additions to troop.
7. Participates in training to develop skills, abilities, and knowledge helpful in guiding her troop.
8. Supports all council fund raising activities.
9. Maintains records of troop members, dues, attendance, achievements, and participation in activities and submits reports promptly to appropriate personnel.
10. Encourages troop participation in service unit, county and/or council.
11. Maintains troop equipment (including *Safety-Wise*); returns equipment to Coach in the event troop disbands.
12. Ensures at all times that the health and safety of all girls and volunteer adults is of paramount concern and that all activities comply with the safety standards as set forth by council policies and *Safety-Wise*; comply with GSUSA and council policies.
13. Ensures that all girls, leaders, co-leaders, troop committee members, and helping adults are registered.
14. Support the council's Fund Development Plan.

### QUALIFICATIONS:

1. Subscribes and adheres to the principles of the Girl Scout Movement as stated in the Girl Scout Promise and Law and the Mission Statement.
2. Have the ability to work with girls.
3. Demonstrated commitment to diversity.
4. Have a liking for girls, respects their individual differences, and tries to understand them.
5. Have the ability to let the girls learn from their own mistakes and their own successes.
6. Have time, enthusiasm, a sense of humor, and believes in fun.
7. Willingness to support the policies and activities of Girl Scouts of Gulfcoast Florida, Inc.
8. Knowledge and willingness to learn about Girl Scout program.
9. Is registered as a member of GSUSA within the service unit's jurisdiction.

### NATIONAL POLICY STATEMENT:

Every adult volunteer and professional worker in Girl Scouting must be selected on the basis of qualifications for Membership, ability to perform the job, and willingness and ability to take training for it.

**I accept the position responsibilities and understand that I will receive a position review annually.**

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Volunteer name (print)

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Supervisor name (print)

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Volunteer signature

\_\_\_\_\_  
Date

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Supervisor signature

\_\_\_\_\_  
Date

