

- Position:** Troop Leader
- Mission Statement:** Girl Scouting builds girls of courage, confidence and character, who make the world a better place.
- Purpose:** To work in partnership with girls in providing a fun and informal educational Girl Scout Program in a group setting
- Responsible To:** Appointed by and responsible to the Service Unit Manager
- Term of Appointment:** One year, with reappointment based on performance and needs of GSCB
- Requirements:**
- Membership in GSUSA (adult at least 18 years of age)
 - Complete volunteer application or renewal application annually
 - Complete educational sessions as required for the position
 - Interest in working with girls
 - Commitment to Girl Scouting and its goals
 - Ability or skills that will further enhance the delivery of the Girl Scout Program
 - Successfully complete the online background check
 - Interact with all people in a positive manner
 - Access, ability and willingness to use internet, email and new technologies

Principle Duties:

- Follow GSUSA and GSCB policies, standards and procedures
- Register Troop by third meeting and ensure additional members are registered promptly
- Recruit Troop Committee
- Carry out the Girl Scout Program in a group setting
- Be sensitive to the individual needs and interests of all girls in the Troop
- Ensure all girls have equal access to Troop activities
- Work in partnership with girls to make reasonable plans and set goals
- Follow safety guidelines as outlined in GSUSA publications/ *Safety Activity Checkpoints*
- Exercise good judgment in the selection of Girl Scout activities according to *Safety Activity Checkpoints*
- Ensure proper accounting of Troop finances; submit a Detailed Cash record to the Service Unit Auditor in accordance with Service Unit procedures
- Plan, prepare and carry out Troop programs, including Fall Product Sales and Cookie Programs, in partnership with girls
- Provide girl and adult recognition
- Attend or send representative to volunteer meetings
- Report emergency situations to Service Unit Manager and/or Consultant
- Maintain confidentiality when dealing with sensitive issues
- Participate in roundtable discussions/enhancement workshops relating to the position
- Contribute toward the effectiveness of GSCB Affirmative Action/Equal Employment Opportunity guidelines by ensuring that all activities reach out to all racial/ethnic/diverse groups and provide equal access. Acquire working knowledge and understanding of affirmative action and exhibit a non-discriminatory attitude in all internal and external working relationships
- Provide support for GSCB Fund Development, United Ways/Fund and Family Partnership

I have read and understand the responsibilities as stated in this job description and agree to perform them to the best of my ability.

Signature: _____

Date: _____