

VOLUNTEER POSITION DESCRIPTION/POSITION AGREEMENT

TITLE: Troop Leader/Assistant Leader

TERM: One Year

POSITION REVIEW DATE: _____

RESPONSIBLE TO: Service Unit Manager

PURPOSE: To guide and direct girls in a democratic method to manage their troop government; to plan, implement and evaluate activities; to carry out the Girl Scout program and to help girls grow and to mature so they can assume their adult roles with dignity and confidence.

QUALIFICATIONS:

- Be a registered adult member of Girl Scouts of the USA (assistant leaders must be at least 14 years of age).
- Understand and accept Girl Scouts of the USA Policies and Standards, Citrus Council Volunteer Personnel Policies, Standards and Procedures.
- Understand and accept Citrus Council's " The Adult Role Model in Girl Scouting" statement.
- Indicate willingness and time to take training.
- Indicate willingness to work with girls and adults of varying backgrounds and cultures.
- Show an ability to work with girls and adults effectively.
- Have a genuine liking for girls and acceptance of them as they are.
- Display a sense of humor.
- Have the time necessary to carry out primary tasks.
- Display patience, fair-mindedness and good judgment.

PRIMARY TASKS:

- Attend regular troop meetings and occasional outings.
- Account for the troop/group finances.
- Plan with leader/assistant leader and girl troop members for troop government and program.
- Guide girls in planning, carrying out and evaluating activities in ways which help them develop values, foster a sense of self worth, relate to others and contribute to their communities.
- Make provision for basic membership registration; see that troop and financial records are accurately maintained including those on awards and participation; file reports promptly.
- Encourage inter-troop activities and participation in service unit, area and council-wide events.
- Maintain an ongoing relationship with the troop committee and sponsoring group.
- Help each girl understand her role in the troop.
- Be aware of each girl's progress and relationships with others in the group.
- Help each girl understand and respect cultures different from her own.
- Account for the safety of the group (see *Safety-Wise* and Citrus Council Policies, Standards and Procedures).
- Keep informed of developments in GSUSA and in Citrus Council.
- Support Citrus Council's GIFTs for Girls campaign.

TRAINING NEEDED:

- Online Volunteer Orientation
- Leadership Essentials
- Experienced Leaders Workshop (second year leaders and beyond)
- Special workshops as appropriate (troop camping, first aid, songs, games, ceremonies, etc.)

(over)

