

Volunteer Position Description

Title: Troop or Group Leader/Assistant Leader/Co-Leader

Reports to: Troop leaders and co-leaders report to service unit manager or designee. Assistant leaders report to the troop leader.

Purpose of Position:

- To work in partnership with girls to carry out troop/group program based on the beliefs and principles of the Girl Scout Movement and the Girl Scout Promise and Law.

Benefits:

- Opportunity to gain valuable experience leading, communicating, and teaching.
- Free training in basic leadership skills, age-level training, communication skills, cultural diversity, and many other areas.
- Performance evaluations and performance recognition.
- Employment referral based on job performance.
- Satisfaction of knowing you have made a difference in the lives of girls in your service unit by helping them discover, connect and take action.

Responsibilities:

- Work in partnership with girls in planning, carrying out, and evaluating activities based on their needs and interests, and on the beliefs, principles, and goals of the Girl Scout Movement.
- Work in partnership with other leaders to plan, conduct and evaluate troop meetings and activities.
- There must be at least two unrelated adult leaders at each troop or group meeting.
- Communicate regularly with program advisor, school coordinator, or service unit manager about program plans and the needs of the troop/group.
- Attend orientation and training for the age level currently working with.
- Ensure that troop/group program activities and volunteers assisting with the troop/group follow Girl Scout program, policies, standards, practices, procedures, and guidelines.

Responsibilities to be performed by one adult volunteer per troop/group (under supervision of leader):

- Ensure that troop/group records, including registration and financial records, are maintained and turned in as required.
- Communicate regularly with each girl's family.
- Follow up on all girls who do not attend meetings regularly.
- Represent the troop/group at service unit leader meetings and bring information back to the troop/group, allowing each girl the opportunity to participate in service unit activities.
- Manage troop/group funds responsibly.

Qualifications:

- Commitment to speak and act in a manner consistent with the Girl Scout mission, Promise and Law.
- Ability to be a positive role model for girls.
- Ability to communicate with girls, their families, and other adults in a supportive manner.
- Ability to work in partnership with girls to help them grow strong.
- Willingness to develop leadership skills and accept direction.