

## Troop Leader/Assistant Leader Role Description

**Purpose:** To provide adult leadership as girls discover their potential, connect to each other and their community, and take action to make the world a better place through the Girl Scout Leadership Experience

**Accountability:** Appointed by and accountable to the Neighborhood Manager and Community Engagement Manager

**Department:** Membership Development and Support

**Term:** One year beginning June 1; renewable at the discretion of the Neighborhood Manager and Community Engagement Manager

**Time Commitment:** Approximately 10 to 15 hours per month

### Responsibilities:

- Schedule, plan and guide regularly scheduled troop meetings
- Empower girls to lead activities, learn by doing and cooperate with others while having fun
- Provide an environment that embraces diversity and inclusion; reduce barriers so that all girls may participate
- Conduct a parent meeting at the beginning of each Girl Scout year, provide information to parents/guardians on an ongoing basis and involve them in troop decisions, plans and activities
- Oversee troop administrative duties including timely registration, record keeping and finance management
- Encourage parents/guardians to support the troop by serving as a Troop Fall Product Coordinator, Troop Cookie Coordinator, Treasurer, driver, etc.
- Use *Safety Activity Checkpoints* and *Volunteer Essentials* to plan age appropriate, safe experiences
- Follow troop trip and troop money-earning approval request procedures
- Attend Neighborhood Association meetings to network with other leaders, stay up-to-date on policies and procedures, learn about volunteer education opportunities and Council, district and neighborhood events
- Complete and submit a year-end financial report to Council
- Ensure troop participation in the annual Girl Scout Cookie Program and community service initiative, April Showers
- Positively support and promote Council programs, goals and objectives

### Qualifications:

- Meet GSUSA adult membership requirements
- Complete the appropriate training for the position
- Commit to speak and act in a manner consistent with the Girl Scout Mission, Promise and Law



- Knowledge of the Girl Scout program, *Safety Activity Checkpoints*, *Volunteer Essentials* and *Inspire Discovery: A Girl Program Handbook*
- Ability to use technology to communicate, process information and maintain records

**Training Required:**

- New Troop Leader Training
- Troop Money Management
- Grade Level Training