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