

## ROLE DESCRIPTION

Title: **Girl Scouts Beyond Bars Community Troop Volunteer**

Purpose of the position: To provide Girl Scout program in a community troop setting, offering a wide variety of activities developed around the interests and needs of participants.

Accountability: Accountable to the Grant Programs Coordinator.

Staff/ Department: Program Manager & Grant Program Coordinator

Terms of appointment: One membership year (October 1 through September 30).

Time Commitment: 2-8 hours per month

Responsibilities (with assigned group of community troop volunteers):

- Plans, prepares for and attends regularly scheduled Community Troop Meetings
- Includes girls in the planning of innovative community troop activities
- Recruits Community Troop Committee
- Holds parent/guardian meetings at least once a year to keep parents/guardians informed of program activities and to gain support for the community troop
- Registers community troop during assigned registration times
- Maintains current community troop records
- Manages community troop finances
- Encourages girl and community troop participation in neighborhood, district and Council-wide events
- Participates in the annual Cookie Program
- Promotes an awareness and understanding of diversity
- Takes appropriate training within first year of holding this position
- Attends and participates in Neighborhood Association Meetings

Requirements of the position:

- Meets membership requirements
- Abides by national and local Girl Scout policies, standards and procedures
- Attends *Introduction to Girl Scouting* course
- Has an understanding of and commitment to working with diverse populations
- Has attained the minimum age of 21 year

Knowledge and skills required:

- Ability to develop program using age, appropriate girl planning to meet the needs of community troop members
- Human relations skills
- Knowledge of Girl Scout program, policies, standards and procedures
- Knowledge of girl characteristic and behavior
- Knowledge of *Safety Activity Checkpoints* and *Volunteer Essentials*
- Knowledge of other available Girl Scouts of the USA and Girl Scouts of Eastern Missouri resources that provide information pertaining to current policies, standards and procedures relevant to the duties of the position

Training Required:

- Girl Scouting 101