



## VOLUNTEER POSITION DESCRIPTION

### SERVICE UNIT TROOP ORGANIZER (Troop Coordinator)

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**Summary:** The Troop Organizer is responsible for establishing troops and placing girls within troops. She or he provides logistical support to all troop volunteers within assigned jurisdiction. The nature of this position requires the individual to provide indirect service to girls.

**Term of appointment:** The Troop Organizer is appointed for a one year term that is renewable upon completion of evaluation processes.

**Supervision:** The Troop Organizer reports to the Service Unit Administrator.

**Support:** The Troop Organizer receives support, guidance, and encouragement from the Service Unit Administrator, Consultants, Liaisons, Troop Leaders, and Troop Assistants. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

**Responsibilities:**

- Work with Service Unit Administrator, Consultants, Liaisons, Troop Leaders, and Troop Assistants to ensure all program offerings align to the Girl Scout Leadership Experience by using journey books and *The Girls' Guide to Girl Scouting*, customized with additional local experiences.
- Place girls who want to participate in the troop pathway into troops within 2 -4 weeks.
- Work with the Service Unit Administrator, Consultants and Recruiters in the development and marketing of new troops.
- Provide Troop Leaders with logistical support, for example finding meeting locations.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts Louisiana East and Girl Scouts of the USA (GSUSA).

**Qualifications and core competencies:**

- **Girl focus:** Empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun.
- **Personal integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments.
- **Oral communication:** Express ideas and facts clearly and accurately.
- **Foster diversity:** Understand, respect, and embrace differences.
- **Computer skills:** Access to e-mail and the Internet.
- **Additional requirements:**
  - Bilingual preferred (if applicable)
  - Must become a registered member of GSUSA
  - Complete required coursework as assigned and provided by Girl Scouts Louisiana East and GSUSA

Troop Organizer signature: \_\_\_\_\_ Date: \_\_\_\_\_

SU Administrator signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original sent to Volunteer Management Dept: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_