



VOLUNTEER POSITION DESCRIPTION

TROOP LEADER

Summary: The Troop Leader has the enthusiasm and ability to generate girls' interests and curiosities about the ways that they can discover themselves, connect with the others, and take action to make the world a better place through the Girl Scout Leadership Experience. The nature of this position requires the individual to provide direct service to girls, helping them to develop their leadership skills on an individual or group basis.

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

Supervision: The Troop Leader reports to the Troop Consultant.

Support: The Troop Leader receives support, guidance, and encouragement from the Troop Consultant. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Responsibilities:

- Work in a partnership with girls and adults and possess the ability to generate girls' interests in and curiosities about the ways that they can discover themselves, connect with the others, and take action to make the world a better place through the Girl Scout Leadership Experience.
- Ensure that the program offered aligns to the Girl Scout Leadership Experience by utilizing journey books and *The Girls' Guide to Girl Scouting*, customized with additional local experiences.
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude.
- Organize fun, interactive, girl-led activities that address current issues involving girls' interests and needs.
- Communicate effectively and deliver presentations and information to the individual or group.
- Support and encourage girls in attaining desired goals and awards.
- Provide guidance and information to the parents or guardians of girls on a regular, ongoing basis through a variety of tools, including e-mail, phone calls, newsletters, and blogs.
- Process and complete girls' registration and other paperwork according to Girl Scouts of the USA (GSUSA) and the Girl Scouts Louisiana East's policies and procedures.
- Manage the group funds according to GSUSA and the council policies and procedures.
- 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 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:**
 - Valid driver's license and safe driving record (if applicable)
 - 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 Leader signature: _____ Date: _____

SU Administrator signature: _____ Date: _____

Original sent to Volunteer Management Dept: _____ Date: ____/____/____