

**Position:** Troop Leader/Co-Leader

**Appointed by:** Community Development Manager or Service Unit Manager

**Purpose:** Develop girls' leadership skills and qualities through their active learning in a physically and emotionally safe environment.

**Term:** Up to one year, renewable

**Responsibilities:**

1. Engage the girls in creating a fun, interactive, girl-led series of activities where girls  
**Discover** themselves;  
**Connect** with others; and  
**Take Action** to make the world a better place.
2. Involve girls in learning and practicing age-appropriate budgeting and money management.
3. Instill the importance of healthy and safe living into the troop's routines.
4. Provide an environment that welcomes the girls' diversity of race, ethnicity, ability, religion, and/or economic background. Foster respect and friendships.
5. Communicate effectively and age appropriately to individuals and groups.
6. Troop Management:
  - Sign and submit your volunteer position agreement, complete two required courses within 90 days of appointment, and participate in other adult learning opportunities as needed.
  - Keep accurate troop registration, financial and program records. Submit Annual Troop Financial Report and Troop Summary and Evaluation at the end of the year.
  - Provide guidance and information regarding Girl Scout activities to parents and guardians on a regular and ongoing basis through a variety of tools, including email, phone calls, newsletters and blogs.
  - Use *Safety-Wise* and grade level journey adult guide(s) to plan troop program experiences. Follow Girl Scout policies and procedures found in the *Blue Book of Basic Documents* and *Volunteer Essentials*.
  - Attend service unit leader meetings or send a representative.
  - Maintain contact with your service team/support team and ask for assistance if problems or questions arise.

**Qualifications:**

Must be a registered adult member of Girl Scouts of the USA, which signifies acceptance of the principles and beliefs of Girl Scouting and support of national and local Girl Scout policies. Background check results must meet council standards.

Desire to share knowledge, experience and skills with girls using positive and flexible approaches that will help them achieve the desired outcomes/benefits of the Girl Scout Leadership Experience.

Demonstrated adaptability and flexibility: able to tolerate changes, obstacles and divergent opinions.

Personal integrity and ongoing modeling of the ideals expressed in the Girl Scout Promise and Law.