



**Girl Scout Volunteer Position: Troop Leader** *(Co-Leader, Advisor, or Facilitator)*

**Pathway:** Troop

**Program – Year:** \_\_\_\_\_

**Term:** One Year (renewable)

**Service Unit Name/#:** \_\_\_\_\_

**County:** \_\_\_\_\_

**Appointed By:** Service Unit Director

**Summary:** The nature of this position requires the individual to work directly with girls, helping them to develop their leadership skills on an individual or a group basis. The troop leader will have 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.

**Support:** The troop leader will get full support, guidance, and encouragement from the service unit director, and council staff. She/he will have access to relevant learning opportunities and materials, and will undergo the required training/learning and orientation to Girl Scouting that will enhance her/his knowledge and confidence to work successfully with girls, and will enrich her/his Girl Scout volunteer experience

**Qualifications:**

- Be a registered member of Girl Scouts of the USA (GSUSA) and have a GSNEO-approved volunteer application (includes background check and references) on file
- Be at least 18 years old
- Accept the principles and beliefs of Girl Scouting, and support local and national Girl Scout programs, policies, practices, and procedures
- Be willing and able to participate in training for the position
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude
- Maintain high quality standards of GSUSA and GSNEO
- Understand, adhere to, and uphold Girl Scouts of USA and GSNEO policies and procedures.
- Keep accurate records and turn in necessary reports on time.
- Support the mission and values of the Girl Scout Movement.

**Responsibilities/Tasks:**

- Completes required training for position within six months of appointment and participates in ongoing adult learning opportunities to build and update skills and knowledge
- Works in a partnership with girls and adults
- Shares knowledge, experience, and skills, using a positive, flexible approach
- Organizes fun, interactive, girl-led activities, which address current issues involving girls’ interests and needs

- Communicates effectively and delivers clear, organized, and vibrant presentations or information to the individual or group
- Provides guidance and information regarding events and practices with the parents or guardians of girls on a regular, ongoing basis through a variety of tools, including e-mail, phone calls, newsletters, blogs
- Processes and completes all registration and other paperwork, ensuring that the handling of the paperwork meets with GSUSA's and GSNEO's policies and procedures
- Manages the group funds, ensuring that the handling of the funds meet GSUSA's and GSNEO's policies and procedures
- Stays apprised of current administrative and integrated support services to facilitate the implementation of the Girl Scout mission

**Core Competencies—Required:**

- **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
- **Fostering diversity:** Understand and embrace differences

**Safety-Related Issues:**

*Safety-Wise* (GSUSA 2000) "is addressed to all adults (volunteers and staff) in Girl Scouting, and provides information on program standards, activity checkpoints, safety guidelines, leadership resources" and more.

**Volunteer Agreement:**

I agree to meet the qualifications and fulfill the duties, expectations, and requirements as outlined in the position description.

\_\_\_\_\_  
 Girl Scout Volunteer (Signature)

\_\_\_\_\_  
 Service Unit Director (Signature)

\_\_\_\_\_  
 Girl Scout Volunteer (Print Name)

\_\_\_\_\_  
 Date