

## Position Description Troop Leader/ Advisor

<b>Title:</b>	Troop Leader/Advisor
<b>Reports To:</b>	Service Unit Manager
<b>Term of Appointment:</b>	The Troop Leader is appointed for a one year term that is renewable upon successful completion of evaluation process. This position requires an average of 15 hours a month.
<b>Job Summary:</b>	The Troop Leader has the enthusiasm and ability to generate girls' interests and curiosities about the ways that they can discover themselves, connect with others, and take action to make the world a better place through the Girl Scout Leadership Experience (GSLE). The nature of this position requires the individual to provide direct service to girls, helping them to develop their leadership skills on an individual and group basis.
<b>Support:</b>	The Troop Leader receives support, guidance, and encouragement from the Service Unit Manager and Service Unit Organizer/Coordinator. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

### Qualifications and Core Competencies:

- Register as a member of GSUSA
- Complete the Volunteer Interest Form, Background Check and interview
- Complete required coursework as assigned and provided by GSCSNJ and GSUSA
- Be guided in all actions by the Girl Scout Mission, Promise, and Law
- Personal integrity
- Adaptability
- Oral and written communication - *express ideas and facts clearly and accurately*
- Foster diversity – *willingness to work with diverse groups with varying lifestyles and cultures in a positive manner*
- Computer skills – *access to email and the Internet*
- Recognize, understand, accept, interpret, and support all council goals, policies guidelines and objectives
- Owe no outstanding debts to the council
- Willingness to learn, use, and explain the online registration system

- Girl focused- *empower girls to lead activities, learn by doing, and cooperate with others on current issues that involve their interests and needs, while having fun*
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**Responsibilities:**

- Remain informed about and comply with the most current policies, procedures, and guidelines of Girl Scouts of Central & Southern NJ (GSCSNJ) and Girl Scouts of the USA (GSUSA)
- Attend or send a representative to monthly leader meeting
- Work in a partnership with girls to ensure the program offered aligns to the GSLE by utilizing Journey books and The Girls' Guide to Girl Scouting and customized experiences
- Organize fun, interactive, girl-led activities that address current issues involving girls' interest and needs
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude
- 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 email, phone calls, newsletters, and blogs
- Process and complete girls' registrations and all other paperwork according to GSUSA and GSCSNJ policies and procedures
- Manage the troop funds according to GSUSA and council policies and procedures (complete annual troop financial summary)
- Follow guidelines in Volunteer Essentials and all Safety Activity Checkpoints
- Participate and encourage participation in Product Program opportunities and council events

**Position Agreement**

The responsibilities of this position; Troop Leader/Advisor, have been discussed with me, and I have agreed to fulfill them to the best of my ability for the 2012/2013 Girl Scout year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**CONTACT INFORMATION:**

Printed Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Troop # \_\_\_\_\_ Service Unit \_\_\_\_\_