

Position Description Troop Leader/ Advisor

Title:	Troop Leader/Advisor
Reports To:	Service Unit Manager
Term of Appointment:	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.
Job 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 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 or group basis.
Support:	The troop leader receives support, guidance, and encouragement from the Service Unit Manager and Service Unit Troop Coordinator. She or he has access to relevant learning opportunities and materials that prepare for and support this role.

Qualifications and Core Competencies:

- Personal Integrity
- Adaptability
- Oral and Written Communication - *express ideas and facts clearly and accurately*
- Foster Diversity
- Computer Skills – *access to email and the Internet*
- 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:

- Registers as a member of GSUSA
- Complete required coursework as assigned and provided by GSCSNJ and GSUSA
- 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 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 have been discussed with me, and I have agreed to fulfill them to the best of my ability for the _____ Girl Scout year. I understand that I will receive an appointment letter to confirm my acceptance of this opportunity.

Signature

Date

CONTACT INFORMATION:

Printed Name: _____

Mailing Address: _____

E-Mail: _____

Phone: _____

Troop # _____ Service Unit _____