

Position Description Troop Leader/ Advisor

Title: Troop Leader/Advisor

Appointed by: Service Unit Manager(s) and the Membership Specialist

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 8-10 hours a month.

Job Summary: Provide direct service to girls, helping them to develop their leadership skills on an individual and group basis so 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).

Support: The Troop Leader receives support, guidance, and encouragement from the Service Unit Manager and Service Unit Team. 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 Background Check
- 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 and cultures in a positive manner
- Computer skills – access to email and the Internet
- Organizational skills
- Recognize, understand, accept, interpret, and support all council goals, policies guidelines and objectives
- Owe no outstanding debts to the council
- 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

Position Description

Troop Leader/ Advisor

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
- Manage the troop funds according to GSUSA and council policies and procedures (complete and submit annual troop financial summary)
- Follow guidelines in Volunteer Essentials and all Safety Activity Checkpoints
- Participate and encourage participation in both Product Program opportunities and council events
- Participate as a troop in the online catalog
- Complete the Council ACH form for each troop bank account
<https://forms.gle/YEELPMBWpH9j1Rwt8>
- Organize fun, interactive, girl-led activities that address current issues involving girls' interest and needs
- Utilize the VTK (Volunteer Tool Kit) by setting up a year plan
- Serve as a positive example for girls by modeling positive attributes such as reliability, respect for others, inclusiveness, and a positive attitude
- Work in a partnership with girls to ensure the program offered aligns to the GSLE by utilizing Journey programs, The Girls' Guide to Girl Scouting and the VTK to customize their experiences
- 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, for example: through email, phone calls, texts, VTK, newsletters, private social media groups and/or blogs
- Share status of troop monies with girls and parents regular basis
- Ensure girls' registrations are processed and completed as well as all other paperwork according to GSUSA and GSCSNJ policies and procedures
- Work as a team with Co-leader(s), and provide guidance for Troop Support Volunteers and parents to ensure the best interest of the girls are met
- Encourage participation in early registration

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 _____ Girl Scout year.

Visit link to sign electronically: <https://bit.ly/3bap5DK>