

GIRL SCOUT COMMONWEALTH COUNCIL OF VA, INC.

POSITION DESCRIPTION

POSITION: **Troop Leader/co-leader OR Assistant Leader**
The troop Leader/co-leader is ultimately responsible for the troop. The assistant leader will do just that---assist the leader with the responsibilities listed below.

PURPOSE: Through partnership with girls, parents and other adults, provides troop activities based on the purpose and goals of Girl Scouting.

ACCOUNTABILITY: To the Service Unit Director

TERM OF APPOINTMENT: One (1) year, with reappointment based on performance and needs of the council.

QUALIFICATIONS:

1. Belief in the aims and purposes of Girl Scouts of the U.S.A. as stated in the Promise and Law.
2. Be a currently registered member of GSUSA.
3. Ability to work with girls and adult and to respect their individual differences.
4. Time to meet on a regular basis to plan, carry out and evaluate activities based on the needs of the girls within the framework of the principles of the Girl Scouts of the U.S.A.

PRINCIPAL RESPONSIBILITIES:

1. Become a registered Girl Scout member. Make sure that all girls and other adults in the troop or group are registered.
2. Plan, conduct and evaluate a variety of troop/group activities incorporating all aspects of the Girl Scout program.
3. Meet with the troop/group on a weekly or other agreed-upon but regular basis.
4. Help girls take responsibility for troop/group activities. Learn how to implement girl/adult planning.
5. Maintain troop/group records.
6. Meet and communicate with the parents or guardians of each girl.
7. Know the Girl Scout program resources and activities available to girls and leaders, especially those for the particular age level with which one works.
8. Know the Girl Scout policies and procedures as stated in the Leader's Digest: Blue Book of Basic Documents.
9. Be familiar with the essential health and safety factors in Girl Scouting. Know about the Girl Scout program standards and all other topics covered in Safety-Wise.
10. Be a role model for other Girl Scout members.
11. Participate in Girl Scout leader training sessions sponsored by the council. (Note: Although training is highly recommended for assistant leaders, it is not required.)
12. Be responsible for the financial management of all troop funds in accordance with the Council's Policies and Procedures.
13. Encourage the participation of people who can enrich the Girl Scout Movement by sharing their skills and knowledge.
14. Ensure troop/group is represented at service unit meetings.