

Term: A one-year term that is renewable upon a mutual agreement between yourself and council staff.

Summary: The Troop Administrator is responsible for organizing and coordinating all the troop's financials, paperwork, registration, and communication.

Reports to: Service Unit Manager

Support: Service Unit Team, Volunteer Resource Manager, Member Support Specialist

Benefits:

- Strengthen Leadership Skills
- Enhance Communication Skills
- Increase Management Skills

Responsibilities:

- Share knowledge, experience, and skills, using a positive, flexible approach.
- Communicate effectively and clearly with girls and parents/guardians regarding all troop activities.
- Manage the troop's funds in accordance with all policies and procedures of GSUSA and GSNI and keep parents and guardians informed of the troop's finances and turn in all required year-end paperwork.
- Process and complete all registration and other paperwork in accordance with policies and procedures of GSUSA and GSNI.
- Attend service unit volunteer meetings regularly and ensure troop representation.
- Cooperate with other troop leaders, product program, and troop volunteers.
- Coordinating with other volunteers within the troop on:
 - Troop Financials
 - Troop Roster
 - Family Information
 - Software Apps (Facebook, Zoom, texting, reminder apps, etc.)
 - Honor Troop Requirements

Qualifications:

- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs, or demands.
- **Oral/Written Communication:** Express ideas and facts clearly and accurately.
- **Fostering Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and internet.

Additional Requirements:

- Must be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- Experience in education and/or adult education is a plus.
- Must ensure that all drivers for girls are safe, licensed, insured, and at least 21 years of age.
- Must be a registered member of Girl Scouts of the USA (GSUSA) and have a Girl Scouts of Northern Illinois (GSNI) background check on file
- Must have knowledge of Girl Scouting, including Safety Activity Checkpoints and council policies.
- Remain informed about and comply with the most current policies, procedures, and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by GSNI and GSUSA.