

Volunteer Position Description/Agreement: Troop Leader

Term of Appointment: A one-year term that is renewable upon a mutual agreement between volunteer and volunteer's supervisor.

Summary: The Troop Leader is responsible for organizing girl-led activities for their troop that address current girl interests and needs through the Girl Scout Leadership Experience (GSLE), the Journeys, the Volunteer Toolkit, and customized local experiences.

Reports to: Service Unit Manager

Supported By: Service Unit Team, Member Support

Benefits:

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

Responsibilities:

- Ensure that the programs administered in the troop provide the GSLE, including Journey books, the Volunteer Toolkit, Honor Troop program, and customized local experiences.
- Work with other leaders and Service Unit Volunteers to organize girl-led activities that address current girl interests, needs and have fun.
- Share knowledge, experience, and skills, using a positive, flexible approach.
- Communicate effectively and clearly with girls, parents/caregivers, and troop volunteers regarding all troop activities.
- Support and encourage the girls toward attaining their desired goals and awards.
- As bank signer, manage the troop's funds in accordance with all policies and procedures of GSUSA and GSNI and keep the parents/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.
- Promote participation in the Fall Product, Cookie Programs, and ensure final payment is made to GSNI.
- Attend service unit volunteer meetings regularly and ensure troop representation.
- Cooperate with fellow troop leaders, product program and troop volunteers.

Qualifications:

- **Girl Focus:** Empower girls to choose and adapt activities, learn by doing, cooperate with others, and reflect on what they've accomplished (as well as on current issues that involve their interests and needs) while having fun.
- **Personal Integrity:** Demonstrate dependability, honesty, and credibility.
- **Adaptability:** Adjust, modify one's 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 Communication:** Express ideas and facts clearly, concisely, and accurately.
- **Foster Diversity:** Understand, respect, and embrace differences.
- **Computer Skills:** Access to e-mail and the Internet.

Additional Requirements:

- Be at least 18 years of age.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Must ensure that all drivers for girls are safe, licensed, insured, and at least 21 years of age.
- Must become a registered member of Girl Scouts of the USA (GSUSA) and successfully complete a background check.
- Stay informed about and comply with the current requirements of *Volunteer Essentials*, *Safety Activity Checkpoints*, state laws, and procedures and guidelines of GSNI and GSUSA.
- Must complete required training as assigned and provided by Girl Scouts of Northern Illinois (GSNI) and GSUSA.