

Troop/Group Leader

Summary: The Troop/Group Leader provides girls with the opportunity to Discover themselves and their values, Connect with others, and Take Action to improve their communities and the world through the Girl Scout Leadership Experience.

Reports To: Community Organizer and Membership Specialist

Responsibilities:

- Guide girls in girl-led activities based on the Girl Scout Leadership.
- Attend regularly scheduled troop meetings, providing leadership.
- Attend service area meetings and council sponsored meetings as requested.
- Accept responsibility for troop/group management, including record-keeping and responsible financial management with the assistance of the co-leader/assistant troop leader.
- Secure a co-leader or assistant leader for the troop/group and provide leadership to the volunteers registered in the troop/group. Work as a team to ensure a cohesive troop/group.
- Encourage parental support and participation in troop/group activities, product activities and Family Partnership Campaign.
- Follow all guidelines concerning parental permission forms, council forms and deadlines.
- Complete the required Girl Scout learning sessions.
- Ensure that all funds, records, and troop materials are turned over to the appropriate person in the event the troop disbands or changes leadership.
- Participate in a year-end evaluation and submit the required Annual Troop Finance Report by designated date.

Position Competencies:

- 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 Illinois and Girl Scouts of the USA (GSUSA).
- Must become a registered member of GSUSA and successfully complete the volunteer application process.
- Be able to give the necessary amount of time, energy, and interest required by the position.

Qualifications and Core Competencies:

1. **Girl Focus:** Helps girls set realistic, clearly defined goals/objectives to experience the Girl Scout Leadership Experience and achieve outcomes via Discover, Connect, and Take Action.
2. **Adaptability:** Adjusts own behavior and remains flexible and tolerant in response to changing situations and environments, unexpected obstacles, or diverse people expressing different perspectives, needs or demands.
3. **Fostering Diversity:** Removes barriers to participation (holds meetings in accessible locations, uses, translators, etc.). Treats others fairly and challenges the biased behavior of others.
4. **Oral Communication:** Listens to others and incorporates their ideas and perspectives.
5. **Personal Integrity:** Demonstrates dependability, honesty, and credibility.

I have read and agree to follow the above position description and I realize that my failure to do so could result in my release from this volunteer position. This agreement is in effect beginning the _____ Girl Scout year.

Volunteer Signature

Date

GSCI staff

Date

Department: Volunteer Development	Approved by: Director of Membership Services
To Be Reviewed: June	Last Reviewed: June 2011
Last Revised: June 2011	Revision Number: 1