

Volunteer Position Description: Troop Admin

Summary: The Troop Admin guides the troop by coordinating the administrative aspects of a troop, such as reports, registration, newsletters and oversee the overall function of the troop. The Troop Admin will receive all physical mailings from council. Troop Admins and Troop Leader are considered equal troop Leadership roles.

Position Supported By: This position reports to the Troop Leaders and is supported by the Service Unit Director (SUD), Service Unit Troop Mentor, Community Support Coordinator (CSC) and the Community Support Specialist (CSS).

Responsibilities:

- Use online software to register members, participate in program offerings, and track progress towards product programs.
- Assure all active adults register and successfully complete a background check
- Communicate with girls and their families by sharing council and troop information.
- Co-manage troop budget and bank account and serve as a signer on the bank signature card for the troop's bank account.
- Complete and turn in all required reports by council deadlines.
- Maintain regularly scheduled meetings and additional activities that align with the troop goals.
- Encourage girl members to identify badgework, activity, and community service goals.
- Engage families in troop activities; utilizing troop volunteer roles: Helping Hand & Field Trip Driver
- Leverage communication and influence skills to resolve conflicts or difficulties in an appropriate manner.
- Participate or send a representative to monthly service unit volunteer meetings.

Marketable Skills and Abilities:

- Organization
- Knowledgeable with technology
- Budget Management
- Event planning
- Teamwork/Collaboration
- Flexible & Adaptable
- Experience with finances
- Time Management
- Communication & interpersonal skills

Position Commitments:

- **Membership & Administration**
 - Maintain a current GSUSA membership and complete the volunteer screening process to help ensure the safety of the girls and volunteers served through Girl Scouts. This role deals directly with finances. The volunteer must be approved to handle funds.
 - Agree to opt-in to receive emails and text messages from GSNEO and GSUSA.
 - Comply with GSUSA Policies, Standards and Guidelines, Volunteer Essentials, Safety Activity Checkpoints, GSNEO Bylaws and GSNEO Volunteer Policies.
- **Time:** Approximately 2-4 hours a month.
- **Required Training:** New Troop Training, Money Matters and Grade Level Essentials modules on gsLearn and the New Leader Orientation Webinar
- **Highly Recommended:** GSNEO leadership development courses (in-person and online).

By accepting this volunteer position with Girl Scouts of North East Ohio I agree to abide by the Girl Scout Promise and Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its girl and adult members, volunteers, and staff to which I am exposed while serving as a volunteer.

The Girl Scout Mission, Promise and Law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place

Girl Scout Promise:

On my honor, I will try, to serve God and my country, to help people at all times, and to live by the Girl Scout Law.

Girl Scout Law:

I will do my best to be:
honest and fair, friendly and helpful,
considerate and caring, courageous and strong,
responsible for what I say and do,
and to, respect myself and others,
respect authority, use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.