

Volunteer Position Description: Troop Leader

Summary: The Troop Leader is responsible for managing girl-led activities for their troop that address current girl interests through the Girl Scout Leadership Experience. The nature of this position requires the individual to provide direct service to the girls, helping them to develop their leadership skills on an individual or group basis, and oversee the overall function of the troop. Troop Leaders and Troop Admins are considered equal troop Leadership roles.

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

Responsibilities:

- Encourage girl members to identify badgework, activity, and community service goals.
- Maintain regularly scheduled meetings and additional activities that align with the troop goals.
- Communicate with girls and their families by sharing council and troop information.
- Leverage communication and influence skills to resolve conflicts or difficulties in an appropriate manner.
- Co-manage troop budget and bank account and serve as a signer on the bank signature card for the troop's bank account.
- Participate or send a representative to monthly service unit volunteer meetings.
- Engage in continual learning to be aware of updates in Girl Scout policy and procedures, enhancements to girl program activities, and troop banking requirements.
- Engage families in troop activities; utilizing troop volunteer roles: Helping Hand & Field Trip Driver
- Use online software to register members, participate in program offerings, and track progress towards product programs.

Marketable skills and abilities developed within this role:

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| • Organization | • Delegation | • Public speaking & presentation skills |
| • Records management | • Time Management | • Communication & interpersonal skills |
| • Event planning skills | • Flexible & Adaptable | |
| • Leadership & motivational skills | • Budget Management | |

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:** 4-8 hours average per month based on activities outside of typical troops meeting, attendance at local leader meeting, and continual education trainings.
- **Required Training:** Welcome to Service Unit Orientation, New Leader Orientation webinar, New Troop Training (gslearn) and Money Matters (gsLearn).
- **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.